

EVALUATION GUIDELINES

2014-2015

Established by DEAC

Overview

- ✧ All administrators will participate in Danielson training to deepen their understanding of the framework , improve inter-rater reliability and develop skills in Learning-Focused Supervision.
- ✧ The evaluation tool in Teachscape will be adjusted accordingly to reflect the rating system of the state: Highly Effective, Effective, Partially Effective and Ineffective.
- ✧ Observations will be labeled Observation 1, Observation 2, Observation 3 and Observation 4 if applicable.
- ✧ All certificated staff members will create 2 SGO's by October 31st. Modifications with CSA approval may be made up to February 15th.
- ✧ All certificated staff members will have 3 observations.
- ✧ First round of observations will begin on October 1st.
- ✧ Walkthroughs will begin on September 15th.

Overview

- ✧ Tenured Staff and Non-Tenured Staff (Year 3 / 4) :

 - 1st Observation – Announced, Long with Pre-conference

 - 2nd Observation – Unannounced, Short

 - 3rd Observation – Unannounced, Short

- ✧ Non-Tenured Staff (Year 1 / 2) :

 - 1st Observation – Announced, Long with Pre-conference

 - 2nd Observation – Announced, Long with Pre-conference

 - 3rd Observation – Unannounced, Short

- ✧ The Domain/Component breakdown that is currently being calculated in Teachscape will continue to be used.

- ✧ Domains 1 & 4 – 15% each Domains 2 & 3 – 35% each

Rating Calculation

✧ Non SGP Teacher 80% Practice
 20% SGO

✧ SGP Teacher 70% Practice
 20% SGO
 10% mSGP

Pre & Post Conferences

- ✧ Staff members shall be given no less than 7 calendar days notice of an announced observation and shall be given no less than 2 days to complete the pre-conference form prior to the announced observation.
- ✧ Pre-conference forms shall be due no more than 3 days prior to the announced observation.

Pre & Post Conferences

- ✧ Pre-conferences must be held face to face with all non-tenured staff and those who are on a CAP. If agreed to by a tenured staff member, the pre-conference may be discussed via electronic communication.
- ✧ Post conferences must be held within 10 school days after the observation has taken place. Components should be scored prior to post conference.

Pre & Post Conferences

- ✧ Post-conferences must be held face to face with all non-tenured staff, those who are on CAP and those who receive a 1 or 2 in any component on the observation. If agreed to by a tenured staff member, the post-conference may be discussed via electronic communication.

Observations

- ✧ If two or less 1's and 2's are indicated, no improvement plan is necessary but suggestions and comments should be included in the summary of the observation.
- ✧ If three or more 1's and 2's are indicated an improvement plan memo is required. This memo will be issued by the observer with input from ScIP and additional administrators if applicable.

Observations

- ✧ This improvement plan will be created within 10 days of the post-conference and be discussed face to face between the administrator and the staff member.
- ✧ All staff members will have a minimum of 3 observations and may have a maximum of 5 with co-observations on the 4th and/or 5th.
- ✧ Staff members will not be required to complete the Practitioner Self-Assessment form.

Summative Evaluations

- ✧ All summative conferences will take place face to face and the *Annual Summary Conference Forms* recommended by the state will be used.
- ✧ All staff members shall complete the summative evaluation forms prior to their summative conference. Staff members will be responsible for uploading their artifacts and evidence into Teachscape.

Summative Evaluations

- ✧ Any staff member with a rating below 2.65 will be placed on a Corrective Action Plan (CAP)
- ✧ The CAP must be in place and agreed upon by the staff member and administrator by September 15th. The CAP shall be created using the recommended template by the state with input from administrators and SCIP.

ScIP

- ✧ Principals will have the opportunity to revise membership of their ScIP. DEAC will review each ScIP and recommendations will be made for Board approval.
- ✧ Teacher members of ScIP will partake in the required and suggested activities set forth in Achieve NJ.

Timelines

September 15th

Walkthroughs begin

October 1st

Observations begin

October 31st

SGO's finalized

Signed by Teacher, Principal, Supervisor

Uploaded into Teachscape

November 26th

1st round of observations complete

January 9th

2nd round of observations complete for those on CAP

February 12th

2nd round of observations complete

3rd round of observations complete for those on CAP

March 31st

3rd round of observations complete

4th round of observations complete for those on CAP

Timelines

April 24th

All SGO scores complete
PDP summaries and new PDPs due for non-tenured staff
Non-tenured staff upload Domain 4 info including PD hours

April 30th

All non-tenured summative evaluations complete
PDP summaries and new PDPs due for tenured staff
Tenured staff upload Domain 4 info including PD hours

May 15th

All tenured summative evaluations complete
All non-certificated staff evaluations complete

Domain 4 information may be uploaded by staff and administrators throughout the school year.