

## AchieveNJ FAQ for School Librarians

**Q: Will the formula to arrive at a summative rating change over time (20% SGO, 80% Teacher Practice)?**

A: The weights are proposed for 2014-15; the state may adjust them in future school years to reflect lessons learned from new data and feedback from educators. Each year, weights will be published prior to the following school year.

**Q: Will the state publish examples of performance criteria for the media specialists?**

A: As the role and responsibilities of media specialists differ significantly district-to-district, the State at this time will not be providing highly specific guidance on evaluating school librarians. Instead, we are recommending that districts utilize resources such as the NASL, the NJASL, providers of educator practice instruments, and other districts which have already developed their school librarian evaluation rubric. Please see our web page on [AchieveNJ for Specialists, Directors, and Other Staff](#) for general information.

**Q: Can a teacher and a school librarian have the same SGO?**

A: In unique circumstances this might be possible, but an SGO appropriate for a school librarian might be too narrow for a teacher in a traditional classroom setting.

**Q: I am trying to tier an SGO and am having trouble identifying appropriate baseline data.**

A: Please refer to our [SGO guidebook](#) section on identifying student starting points. Also review our [media specialists exemplar](#) for specific ideas.

**Q: What constitutes “training” for the evaluation system?**

A: The district defines and determines appropriate training for teaching staff members. We encourage you to visit the [Implementation Guidance](#) section of the AchieveNJ website for more information.

**Q: How do you collaborate/ work with teachers on SGOs when their SGOs were done for them by the Math and English supervisors for the whole district?**

A: The process of creating SGOs should be a collaborative process between an educator and his or her immediate supervisor. While the principal grants final approval, evaluation regulations require that SGOs are set through a consultative process.

**Q: Are there SGO examples for K-5?**

A: The NJASL has sample SGOs posted at <http://njasl.org/sampleSGOs>.

**Q: What do state requirements say about SGOs?**

A: The Department’s position on SGOs for school librarians and other educators in similar roles is stated in this document:

<http://www.state.nj.us/education/AchieveNJ/intro/SpecialistsandOthersOverview.pdf>.

**Q: How can student growth be measured for a high school librarian who sees the same students on an irregular basis (perhaps once a month or several times a month and then not again for a long period of time)?**

A: School librarians who serve students on an irregular basis might consider setting program goals. Educational programming, outreach effectiveness, and targeted program improvement are three program goal areas that some districts are using.

**Q: How does the evaluation system affect renewal decisions for non-tenured employees? Are districts required to put a Corrective Action Plan (CAP) in place?**

A: Districts may utilize any data collected as part of the evaluation process in determining whether to offer another contract to a non-tenured employee. School librarians rated as Ineffective or Partially Effective must be placed on a CAP if they are offered a contract for the following year.

**Q: Can I just pick one class and write my SGO for that class?**

A: This is possible, though SGOs should include as many students as feasible.

**Q: I am non-tenured and was hired prior to the tenure reform law taking effect. When will I be considered tenured?**

A: If you were board approved after August 6, 2012, you are on the 4-year tenure timeline. Teachers who were board-approved before August 6, 2012 are eligible to earn tenure on the first day of their fourth-year contract. Links between evaluation results and tenure acquisition and removal are explained in this document: <http://www.nj.gov/education/AchieveNJ/intro/TeachNJGuide.pdf>.

**Q: I work in two different media centers: an elementary and a MS/ HS media center. Do I have to do SGOs for both? I only give grades in grades 3-5.**

A: If your district requires you to set SGOs, then the number of SGOs will also be set by the district (though we expect this number not to exceed two which is the maximum number of SGOs per teacher). In this case it makes sense for you to create one or two SGOs for grades 3-5 if your district is requiring librarians to complete SGOs.

**Q: How can librarians be part of the grading process when they do not issue grades?**

A: The State is not requiring SGOs for librarians at this point, so librarians' involvement in assessment and the SGO process is a local decision. Concerns such as this should be passed on to your District Evaluation Advisory Committee (DEAC).

**Q: What school districts are using the Marzano model?**

A: The Department is not publishing this information on our web site, but if you would like to be connected to your colleagues who might also be using Marzano, please e-mail [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us) or contact the NJASL.