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DEPARTMENT OF EDUCATION
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January 7, 2014

TO: Chief School Administrators
Charter School Lead Persons
NJ SMART Points of Contact
District Web User Administrators

FROM: Bari Anhalt Erlichson, Ph.D.
Assistant Commissioner/Chief Performance Officer

SUBJECT: NJ SMART Staff Evaluation Submission, Due: August 4, 2014

Beginning in 2010, with New Jersey's acceptance of moneys under the American Reinvestment and Recovery Act (ARRA), the New Jersey Department of Education (NJDOE) has been required to collect and report the percentage of each school's educators that have been rated as 'Acceptable' or 'Not Acceptable' according to the district's then existing policies and procedures. For the past three years, school districts have uploaded this data into NJ SMART as part of their NJ SMART Staff Submission.

As districts implement AchieveNJ for the first time in 2013-2014, NJ SMART is preparing for a modified data collection to capture the multiple measures of educator practice and student growth that are aligned to AchieveNJ. In July 2014, we will conduct a separate Staff Evaluation Submission through NJ SMART and subsequently will sunset the evaluation data elements that are part of other NJ SMART submissions. In the first year of this collection, coordination will be necessary between each district's data management personnel and administrators in charge of evaluation. Today, we are sharing information about the submission to provide districts with ample time to prepare to submit in July. **Please read this document carefully and share it with all appropriate personnel.**

Support Materials and Resources

The NJ SMART team has created the following tools and resources that will assist districts in preparing files and submitting accurate information prior to the submission deadline of August 4, 2014.
1. **Staff Evaluation Data Handbook**
   The data handbook for the Staff Evaluation Submission is available for immediate download from the NJ SMART Help & Support Tab and the NJDOE website (http://www.nj.gov/education/NJ SMART/download/) All districts should take time to review the data handbook so that users can familiarize themselves with the data element definitions, their purpose, acceptable values, and validation rules prior to starting the data submission process.

2. **Guide to Ensure a Strong Submission**
   A recommended timeline for the necessary steps to help users ensure a collaborative effort across the district is available on the Help & Support Tab of the NJ SMART portal.

3. **Staff Evaluation Submission Templates**
   Acceptable file templates can be located and downloaded from the Help & Support Tab of the NJ SMART portal.

4. **Practice Submission Period – June 2nd through June 30th**
   Users may begin uploading data and correcting validation errors prior to the official submission during the Staff Evaluation Practice Period from June 2nd – June 30th. NJ SMART highly recommends that users take full advantage of this practice period window to work with local vendors, if applicable, and submit test files to prepare for an accurate official submission.

5. **NJ SMART Trainings**
   NJ SMART will provide Staff Evaluation Submission trainings to NJ SMART users and local system vendors to aid in a successful submission. Users who are responsible for preparing and/or uploading data for this submission should plan to attend a training webinar. In January, webinars will be offered during the following dates and times:

January 8, 2014:	9:00 AM and 1:00 PM
January 13, 2014:	10:00 AM and 2:00 PM
January 23, 2014:	9:00 AM and 1:00 PM
January 29, 2014:	10:00 AM and 2:00 PM

   To participate in a training session:
   - Simply log on 5 minutes prior to the session start-time to http://pcgus.webex.com.
   - Click on **Meeting Center** at the top of the home page, and then click on the Staff Evaluation Submission link of the training session that corresponds to the time of your session.
   - Enter your first name, last name, and the name of your district (e.g. John Smith – Newark Public Schools).
   - Enter the password: **letmein.**
   - To listen to the audio portion of the webinar, call: **1-866-685-5739**; Conference ID: **498 665 3806 #**.

Please check the NJ SMART portal and http://www.nj.gov/education/NJ SMART/training regularly for additional trainings and announcements as they are added for subsequent months.

Data Elements for Submission

As detailed in the data handbook, the Staff Evaluation Submission data elements that districts are required to submit for each educator include the following:
- Teacher Practice Score
- Teacher Student Growth Objective (SGO) Score[1]
- Principal or Assistant/Vice Principal Practice Score
- Administrator Goal Score
- Administrator Evaluation Leadership Score
- Administrator SGO Average Score

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[1] Please note that many teachers will have two SGOs in SY13-14; the final SGO score for those teachers should be an average of the two SGO scores.

- Summative Rating for teachers not receiving a median Student Growth Percentile (mSGP) score
  - Note: Teachers who will receive mSGP scores will not have a final summative rating until winter 2015, when teacher mSGP data will be made available. The Department will calculate and provide those summative ratings.

Key Submission Dates

- **June 2, 2014:** Practice Staff Evaluation Submission Opens at 8AM EST
  - As always, districts are strongly encouraged to participate in the practice submission window to properly cleanse the final file.
- **June 30, 2014:** Practice Staff Evaluation Submission Closes at 5PM EST
  - All practice data (Staff Evaluation, Student State Submission, Staff Course Roster and Student Course Roster) will be cleared and the SID and SMID Management data will be captured via the standard snapshot process.
- **July 7, 2014:** Official Staff Evaluation Submission Opens at 8AM EST
  - Districts may submit the final file on the first day of the official period – a best practice to avoid any last minute rush or risk of missing the firm deadline.
- **August 4, 2014:** Official Staff Evaluation Submission Closes at 5PM EST
  - No extensions will be granted by the Department.

Ensuring Confidentiality

Only the Staff Submission NJ SMART Point of Contact (POC) that has been designated by each district will have access to the Staff Evaluation Submission functionality and data stored within the secure portal. The Department highly recommends that the district's Web User Administrator (WUA) review assigned NJ SMART user accounts to ensure only the appropriate personnel have access to these data. **Evaluation data elements are protected under the TEACHNJ Act as part of a staff member's evaluation record and must therefore be handled as one would treat and store any part of a confidential personnel record.**
Thank you for your collaboration in preparing for this important collection. As always, the NJ SMART team is ready to assist at the NJ SMART Helpdesk at 800-254-0295 or via email at NJ SMART@pcgus.com.

        c: Members, State Board of Education
                Senior Staff
                Executive County Superintendents
                Executive Directors for Regional Achievement Centers
                Executive County School Business Administrators
                NJ LEE Group
                Garden State Coalition of Schools