



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

DAVID C. HESPE  
Commissioner

June 7, 2016

**TO:** Chief School Administrators  
School Leaders

**ROUTE TO:** All District Principals, Assistant/Vice Principals, and Teaching Staff Members

**FROM:** Peter Shulman, Deputy Commissioner  
Division of Talent and Performance

**SUBJECT:** AchieveNJ Update

**IN THIS MEMO:**

- I. 2016-17 Annual Evaluation Survey Due July 1, 2016**
- II. Practice Instrument Request for Qualification (RFQ) Update 2016-17**
- III. Evaluation Data Submission**
- IV. AchieveNJ Regional Summer Workshops**

This memo provides information about the topics listed above. Please visit the [AchieveNJ Website](http://www.state.nj.us/education/achievenj/) for all evaluation resources. Send any questions and feedback to [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us).

**I. 2016-17 Annual Evaluation Survey Due July 1, 2016**

All districts are required to annually report the educator practice instruments they will use in the next school year, as well as other pertinent evaluation system information. Each district Web User Administrator may access the survey through Homeroom at <http://homeroom.state.nj.us/> by clicking on "Evaluation Survey." In recognition of the demands of end-of-year activities in school districts, the Department has extended the date by which **districts must complete this survey by July 1, 2016**. Any district wishing to submit a new Educator Practice Instrument for approval or make modifications to a previously approved instrument, for use in School Year 2016-17, should follow the directions below.

## II. Practice Instrument Request for Qualification (RFQ) Update 2016-17

### 1. Modifying an Approved Practice Instrument

In response to feedback from district administrators, the Department has streamlined the Request for Qualification (RFQ) process by which districts submit *modifications* to currently approved educator practice instruments. LEAs and vendors may submit their requests for the 2016-17 school year by **August 1, 2016** using the instructions here:

<http://www.state.nj.us/education/AchieveNJ/resources/rfq.shtml>.

### 2. New Practice Instruments

The RFQ application for approval of *new* teacher or principal practice instruments and timelines can be found on our website at <http://www.state.nj.us/education/AchieveNJ/resources/rfq.shtml>. Vendors and districts must submit RFQ applications for new practice instruments that will be used in the 2016-17 school year by **August 1, 2016**.

## III. Evaluation Data Submission

During the summer, districts must submit the following evaluation-related data through **NJ SMART**:

1. The **Course Roster Submission**. Please see the previously released [Course Roster Verification and Submission](#) guidance for more information.
2. The **Staff Evaluation Submission**. This includes scores on the multiple measures of evaluation for each staff member.

The accuracy of the data submitted in these submissions is critical to ensuring staff evaluations are correct. **We strongly encourage all districts to participate in the practice windows available and to verify rosters with educators before the end of the school year to ensure final files are correct when submitted.** Note the following deadlines:

- Practice Window: April 18-June 30, 2016
- Official Submission: July 6-August 5, 2016

We also recommend submitting final files during the official submission window well in advance of the deadline of **5 p.m. on August 5, 2016**. No extensions will be granted. Please consult the [Staff Evaluation Submission Resource Guide](#) for more information about these NJ SMART submissions contact the NJ SMART Helpdesk by phone: (800) 254-0295 or email: [njsmart@pcgus.com](mailto:njsmart@pcgus.com).

## IV. AchieveNJ Regional Summer Workshops

The Office of Evaluation is offering Regional Workshops designed to support district implementation of the proposed regulatory changes to AchieveNJ and will introduce tools, guidance, and best practices related to educator evaluation and support. Each Regional Workshop will contain sessions in the following areas:

1. **Observations for Highly Effective Teachers:** Participants will learn about requirements and protocols for the proposed optional differentiated observations for teachers rated “Highly Effective” in the prior school year.
2. **SGO Quality:** Participants will be provided with the latest resources in designing SGOs which are aligned to standards, grounded in data, and driven by high expectations.
3. **Supporting School Leaders:** Participants will explore a toolkit of strategies designed to help leaders improve the accuracy and value of evaluations and strengthen the overall quality of AchieveNJ in their districts.
4. **Other Teacher and Leader Effectiveness Policy Implementation:** The Department is looking to expand the content of the workshops above to also support district implementation of broader teacher and leader talent initiatives

A team of three educators – a teacher leader, a school leader and a district leader – will provide a good combination for the workshop approach the Office of Evaluation plans to use. Districts who wish to bring additional participants to these workshops should contact us at [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us). Please visit the [event registration page](#) for more information and to register.

If you have questions that are not addressed in this memo or our [FAQ](#) page, please send them directly to our email inbox at [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us).

Thank you for your dedication to improving educator evaluation and support in New Jersey. Have a wonderful summer.

PS/KB/CB/AV/060716AchieveNJ Update

c: Members, State Board of Education  
David Hesse, Commissioner  
Senior Staff  
Diane Shoener  
Executive County Superintendents  
Executive Directors for Regional Achievement Centers  
Executive County Business Officials  
Garden State Coalition of Schools  
NJ LEE Group  
Charter School and Renaissance School Lead Person