



State of New Jersey

DEPARTMENT OF EDUCATION

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TO: Chief School Administrators
Charter School Lead Persons

FROM: Peter Shulman, Assistant Commissioner/Chief Talent Officer *PS*
Division of Teacher and Leader Effectiveness

SUBJECT: Educator Evaluation Reporting Requirements Update

The [TEACHNJ Act](#) substantially modifies the process for evaluating teaching staff members. Under this new law, all districts must use evaluation rubrics to assess the effectiveness of teaching staff, and these rubrics must be reviewed and approved by the Commissioner of Education.

In 2013, the approval process of the evaluation rubrics for **teachers, principals, vice-principals, and assistant principals** will occur in two steps:

1. Districts will provide the Department with the names of their selected teaching and principal practice evaluation instruments and certify ongoing compliance with the TEACHNJ Act **through a survey that will be issued in January and due back on February 15, 2013**. Please note that these instruments (a) must be selected from the [approved DOE lists](#) and (b) that these instruments are part of the broader evaluation rubrics, which are comprised of multiple measures of practice and student learning (see [evaluation terminology explanations](#) on our website).
2. Districts will report how specific aspects of their evaluation rubrics comply with Department standards by **August 1, 2013 through a process to be detailed in a future communication**. (Note: Department standards for evaluation in 2013-14 will be proposed to the State Board of Education in March 2013 and communicated widely).

Next month's broadcast memo will provide all of the details for the aforementioned February submission. In anticipation of this collection, superintendents should inform their school boards of the following requirements:

Information To Be Collected

To ensure compliance with the requirements of TEACHNJ, districts will be asked to report by February 15 whether:

- The District Evaluation Advisory Committee has been formed and is providing guidance for the planning and implementation of the district's evaluation policies and procedures;
- Teacher and principal practice instruments are chosen and which instruments are being used;
- The educator evaluation rubrics that will be in place in 2013-14 and subsequent years **for all teaching staff members** have four defined annual rating categories (ineffective, partially effective, effective, and highly effective). N.J.S.A. 18A:6-122(a); and
- The district has taken steps or is taking steps to test and refine elements of both the teacher evaluation rubrics and the principal evaluation rubrics. Examples include:
 - Using new teaching practice instrument with a sample of teachers and/or in a sample of schools;
 - Familiarizing all school leaders with the principal practice instrument;
 - Training teachers in the teaching practice instrument and identifying points of confusion;
 - Building concurrent validity through parallel observations and post observation conferences;
 - Identifying membership of School Improvement Panel; and
 - Seeking DEAC advice and input for the evaluation system.

Further Development of Evaluation Rubric Requirements

In March of 2013, the State Board of Education will publish the proposed regulations providing more detailed guidance for educator evaluation rubrics. The Department's proposed regulations for **teachers, principals, vice-principals, and assistant principals** will incorporate the requirements of TEACHNJ such as:

- Linking performance measures of your rubric linked to student achievement (N.J.S.A. 18A:6-123(b)(6)).
- Utilizing multiple objective measures of student learning that are based on student growth from one year's measure to the next year's measure (N.J.S.A. 18A:6-123(b)(2)).
- Incorporating standardized assessments as a factor, but not a predominant factor, in the overall evaluation of a teacher (N.J.S.A. 18A:6-123(b)(4)).
- Creating methods for measuring student growth in grades in which a standardized test is not required (N.J.S.A. 18A:6-123(b)(3)).
- Using of multiple measures of practice that correspond to professional standards of practice and measures of student learning (N.J.S.A. 18A:6-123(b)(4)).
- Basing teacher performance measures on multiple observations during the school year (N.J.S.A. 18A:6-123(b)(7)).

- Assuring that a principal, his designee who is employed in the district in a supervisory role and capacity and who possesses a school administrator certificate, principal certificate, or supervisor certificate, the vice-principal or the assistant principal is present in each observation (N.J.S.A. 18A:6-123(b)(8)).
- Providing each employee with an opportunity to improve her effectiveness from evaluation feedback (N.J.S.A. 18A:6-123(b)(9)).

Please note that the evaluation guidelines for charter schools are promulgated by the Office of Charter Schools at the New Jersey Department of Education and relevant questions should be directed to Amy Ruck, Director of Charter Schools.

Thank you for your attention to these requirements. We look forward to ongoing collaboration as we implement an improved evaluation system across New Jersey. If you have any additional questions please contact the Evaluation Office at educatorevaluation@doe.state.nj.us.

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