

Requirements and Resources for Principal and Assistant/Vice Principal (AP/VP) Evaluations

Component		State Requirement(s)*	State Deadline(s)*	Resources
Training	Evaluation Rubric Notification	All teaching staff members must be notified of policies & procedures related to rubric	<ul style="list-style-type: none"> By October 1 	<ul style="list-style-type: none"> NJAC 6A:10-2.2(a3)
	Principal Training	Principals must be trained on each component of evaluation, including SGOs; more thorough training if new to district	<ul style="list-style-type: none"> Annually; State recommends this happen prior to first observation 	<ul style="list-style-type: none"> Principal Evaluation Web Page Principal Evaluation Overview
	Evaluator Training	Thorough training for observers on district practice instrument, plus yearly refresher training	<ul style="list-style-type: none"> Prior to first observation for the purpose of evaluation 	<ul style="list-style-type: none"> Principal Evaluation Web Page Principal Evaluation Overview
Evaluators	Qualifications	Must be CSA or designee & hold admin. certificate (principal or admin. endorsement if observing VP/AP; admin. endorsement if observing principal)	<ul style="list-style-type: none"> Prior to observation for purpose of evaluation 	<ul style="list-style-type: none"> NJAC 6A:10-5.4
Principal Observations		Each principal/AP/VP must receive at least 3 observations if non-tenured and 2 if tenured, each with a post-conference	<ul style="list-style-type: none"> Non-tenured principals: by 4/30 (notification of contract status by 5/15) Tenured principals: prior to Summary Conference 	<ul style="list-style-type: none"> Summary of Legal Requirements for Principal Evaluation and Tenure Cases
Evaluation Scoring	Principal Practice	Each principal must receive 1.0-4.0 numerical score based on observation instrument	<ul style="list-style-type: none"> By Summary Conference 	<ul style="list-style-type: none"> Principal Evaluation Scoring Guide
	Optional Evaluation Leadership	If the ELR is in use, each principal must receive a 1.0-4.0 numerical score	<ul style="list-style-type: none"> By Summary Conference 	<ul style="list-style-type: none"> Principal Evaluation Scoring Guide AP/VP Evaluation Leadership Instrument 2014-15 AP/VP Evaluation Leadership Scoring Worksheet Principal Evaluation Leadership Instrument 2014-15 Principal Evaluation Leadership Scoring Worksheet
	Administrator Goals	Each principal must receive a 1.0-4.0 score based on 1-4 goals set with supervisor approval	<ul style="list-style-type: none"> Goals set by October 31 Goals scored when data is available; preferably by Summary Conference 	<ul style="list-style-type: none"> Administrator Goals: Guidance and Exemplars Principal Evaluation Scoring Guide

* Some districts may have additional requirements and/or earlier deadlines for various components.

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Evaluation Scoring	SGO Average	Each principal must receive 1.0-4.0 score based on average of assigned teachers' SGOs	<ul style="list-style-type: none"> When data is available; preferably by Summary Conference 	<ul style="list-style-type: none"> Principal Evaluation Scoring Guide
	mSGP (if applicable)	Qualifying principal receive 1.0-4.0 score based on student growth on state assessment	<ul style="list-style-type: none"> Provided from NJDOE in fall/winter of following school year 	<ul style="list-style-type: none"> mSGP Conversion Chart 2013-14 mSGP Report User Guide 2013-14 mSGP Report Memo
	Summative Rating	Each available weighted component must be added to derive a 1.0-4.0 summative rating	<ul style="list-style-type: none"> Non-mSGP principals: preferably by Summary Conference mSGP principals: fall/winter next school year 	<ul style="list-style-type: none"> Principal Evaluation Scoring Guide Calculate Your Rating Tool
Annual Summary Conference		All teaching staff members participate in conference with supervisor to review evaluation results	<ul style="list-style-type: none"> By end of school year 	<ul style="list-style-type: none"> Optional non-mSGP form (Word PDF) Optional mSGP form (Word PDF)
Individual Professional Development Plans	Professional Development Plan (PDP)	Must address at least one area derived from results of observations & evidence in previous evaluation	<ul style="list-style-type: none"> Created at end of school year for following year OR within 30 instructional days of arrival in a new district 	<ul style="list-style-type: none"> Overview of PDP and CAP Requirements Optional PDP Template and Sample (Word PDF) Optional Blank PDP Template (Word)
	Corrective Action Plan (CAP)	Replaces PDP for any principal rated Partially Effective or Ineffective on most recent evaluation; includes mid-year evaluation and at least one additional observation	<ul style="list-style-type: none"> By 10/31 if rating assigned by end of previous year OR within 15 working days of receiving the rating (if after start of school year) 	<ul style="list-style-type: none"> Overview of PDP and CAP Requirements Optional Teacher CAP Template and Sample (Word PDF) Blank Teacher CAP Template (Word)
District Evaluation Advisory Committee (DEAC)		Specified members must oversee/guide planning & implementation of district evaluation policies & procedures	<ul style="list-style-type: none"> In place through 2017-18 	<ul style="list-style-type: none"> DEAC Corner Web Page DEAC Recommendations from Pilot Districts
School Improvement Panel (SciP)		SciPs including principals/APs/VPs must be formed in all schools to oversee & support teacher evaluation, mentoring, & PD	<ul style="list-style-type: none"> By August 31 	<ul style="list-style-type: none"> SciP Overview SciP Guidance 1.0 SciP Corner Web Page
Tenure Implications		Various interventions for educators rated Ineffective or Partially Effective; see resource	<ul style="list-style-type: none"> See CAP section above and resource adjacent 	<ul style="list-style-type: none"> Summary of Legal Requirements for Principal Evaluation and Tenure Cases
Data Submissions	Staff Evaluation Data	Districts must submit staff data for schools and assigned leaders	<ul style="list-style-type: none"> Must be done by specified date each summer; practice submission window occurs prior to official due date 	<ul style="list-style-type: none"> NJ SMART Staff Submission Page

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