

AchieveNJ: Definitions and Explanations of Evaluation Terminology from [Proposed Regulations](#)

Annual Performance Report: A written appraisal of the teaching staff member's performance prepared by an appropriately certified supervisor, based on the evaluation rubric for his or her position.

Annual Summative Evaluation Rating: An annual evaluation rating that is based on appraisals of educator practice and student performance, and is the sum of all measures captured in a teaching staff member's evaluation rubric. The four summative performance categories are Highly Effective, Effective, Partially Effective, and Ineffective.

Appropriately Certified Supervisor: Personnel qualified to perform duties of supervision, including, but not limited to, the superintendent, assistant superintendent, principal, assistant principal, vice principal, and supervisor who hold the appropriate certificate and who are designated to serve in a supervisory role.

Calibration (in the context of educator evaluation): A process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

Chief School Administrator: The superintendent of schools or the administrative principal if there is no superintendent.

Evaluation Rubric: A set of criteria, measures, and processes used to evaluate all teaching staff members in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each district board of education will have an evaluation rubric specifically for teachers; another specifically for principals, assistant principals, and vice principals; and evaluation rubrics for other categories of teaching staff members.

District Evaluation Advisory Committee (DEAC): A group created to oversee and guide the planning and implementation of the district board of education's evaluation policies and procedures.

Educator (Teacher or Principal) Practice Evaluation Instrument: An assessment tool that provides scales or dimensions that capture competencies of professional performance, and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument or the principal practice instrument, whenever applicable, are components of the teaching staff member's evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

Evaluation: An appraisal of an individual's professional performance in relation to his or her job description, professional standards, and statewide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth and multiple data sources.

Job Description: A written specification of the function of a position, duties, and responsibilities; the extent and limits of authority; and work relationships within and outside the school and school district.

Observation: A method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities and that will be included in the determination of the annual summative evaluation rating.

- **Announced observation:** An observation for which the person conducting an observation for the purpose of evaluation will notify the teaching staff member of the date and the class period when the observation will be conducted
- **Co-observation:** An observation for which two or more people observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of increasing accuracy and consistency among observers. Also known as “double scoring.”
- **Long Observation:** An observation for the purpose of evaluation that is conducted for a minimum duration of 40 minutes or one class period, whichever is shorter.
- **Post-observation Conference:** A meeting, either in-person or remotely between the teaching staff member and the person who conducted the observation for the purpose of evaluation, to discuss the data collected in the observation.
- **Short Observation:** An observation for the purpose of evaluation that is conducted for at least 20 minutes.
- **Unannounced observation:** An observation for which the person conducting an observation for the purpose of evaluation will not notify the teaching staff member of the date or time when the observation will be conducted.

Proof of Mastery (in observing teaching staff member’s practice): Demonstrated competency of an evaluator in observation skills and scoring; the assessment used to determine if an evaluator has achieved proof of mastery is typically given at the end of training on an educator practice instrument and verifies an observer of practice has learned to apply the educator practice instrument to the requisite level of accuracy and consistency.

Student Growth Objective: An academic goal that teachers and evaluators set and supervisors approve for groups of students.

Student Growth Percentile: A specific metric for measuring individual student progress on statewide assessments by tracking how much a student’s test scores have changed relative to other students statewide with similar scores in previous years.

Teaching Staff Member: A member of the professional staff of any public district or regional board of education, or any county vocational school district board of education holding office, position, or employment of such character that the qualifications for such office, position, or employment require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners. Teaching staff members include the positions of school nurse and school athletic trainer. There are three different types of certificates that teaching staff members work under:

1. Instructional certificate
2. Administrative certificate; and
3. Educational services certificate.

Note that for the purposes of the rules for evaluation, any staff member holding and working under an “instructional certificate” is a “teacher.”