

# Evaluation Fact Sheet- Certificated Staff

## **2017-2018: Evaluation Component Weight Changes**

Evaluations of teachers of **4th-8th grade Language Arts and 4th-7<sup>th</sup> grade Math** will be comprised as follows:

- 30% Median Student Growth Percentile
- 15% Student Growth Objectives\*
- 55% Teacher Practice\*

Evaluations of **all other teachers** will be comprised as follows:

- 15% Student Growth Objectives
- 85% Teacher Practice

\*Teacher's who have an mSGP must teach the course or group for at least 60% of the time from the beginning of the course to the first day of the standardized assessment. Additionally, students with mSGP's must be present at least 70% of the time prior to the standardized assessment.

## **Important Dates to Remember**

1. October 31, 2017 – PDP deadline – however, encouraged to complete earlier
2. October 31, 2017 – SGO deadline
3. February 15, 2018 – deadline for SGO adjustments from Superintendent

## **Observation Schedule**

1. Non-tenured teachers will be observed a minimum of three times, at least once in each semester. At least two observations will be long observations. At least one observation will be conducted by the primary evaluator.
2. Tenured teachers rated effective or highly effective, will be observed a minimum of two times in the subsequent year. Both observations will be long observations, one announced and one unannounced.
3. Tenured teachers with a corrective action plan (CAP) will be observed a minimum of four times, at least once in each semester. At least two observations will be long observations.
4. Tenured teachers who are rated "Highly Effective" for the 2016-17 year may participate in the video reflection protocol as one "announced" observation. Teachers will then be observed once (unannounced).
5. The annual summary conference will be conducted by the teacher's primary evaluator. The conference will be held before the written performance report is filed.

\*In all cases, at least one observation will be announced with a pre-conference.

## **Points to Remember**

1. When the evaluator enters the room, always present your lesson plan and any back up documents. Failure to do so may result in N/A scores in Domain One.
2. If you receive your written evaluation back and have participated in the post conference and you still have points you do not agree with, do not fully understand, or have questions about your evaluation it is your right to request a second post observation conference. Send this request via district email.
3. You should always upload an observation response.
4. After you observed and/or have had your post observation conference, you may want to write a reflection about your lesson. Reflective teaching is part of the Danielson Model.
5. One full observation cycle **MUST** be completed before the next observation begins.
6. All evaluations should be entered into the EBEA Evaluation database on the [www.my-ebea.org](http://www.my-ebea.org) website. Confidentiality will be strictly maintained. Data is collected from the observations which allow us to have conversations with administration regarding certain trends and practices.

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## Observation Timelines 2017-18

Pre-observation conferences are required for announced observations. The pre-observation conference may be conducted the same day as the observation. However, a pre-conference shall occur no more than seven teaching staff member working days prior to the observation. The pre-observation questions from the district should be used. Also, use the “Educators in the Lead” packet. (Also located on the website [www.my-eeba.org](http://www.my-eeba.org)) Coaching by administration is not allowed during the pre-observation conference. Administration should not ask you to change something in your lesson when it is conducted the same day as the observation.

- a. Post-observation conferences are required after ALL observations and must occur face-to-face between the observer and the teacher.
- b. A written evaluation made after an observation by supervisor shall be submitted to the employee within fifteen teaching staff members working days after such evaluation was made.
- c. Post-observation conferences must occur no more than 15 working days following the observation.
- d. The teacher’s response should be uploaded as the “observation response” on OASYS and must be submitted to the evaluator within 10 working days of the post conference/written report (whichever is received last).
- e. Teachers have 5 days from the Annual Summary Conference to sign it.
- f. Teachers have 10 working days from the signing of the Annual Summary Report to submit a response.
- g. The end-of-the-year summary evaluation shall be submitted to staff members by June 15<sup>th</sup>.
- h. All teacher comments/responses must be submitted by June 30<sup>th</sup>.
- i. You should not be required to sign a blank or incomplete evaluation form.

## Weingarten Rights

If you are called in to speak with an administrator, you may enact your Weingarten Rights if you feel the conversation will be disciplinary or result in a termination. You may request an association representative at any point during the meeting.

### Weingarten Rights

If this meeting could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my Association representative be present at the meeting. Without representation, I choose not to answer any questions.

### Your Professional Rights

If you have any work-related problem, follow these guidelines:

1. Do not resign or abandon your location.
2. All communication with your association is strictly confidential.
3. Document the incident.
4. Keep any records that relate to the incident.
5. Representation is strongly advised.
6. Timelines are important. Don’t Delay!
7. Use your contract as a guide.
8. Follow orders unless there is potential for personal injury. You can grieve the orders later.

Use the link from the State of New Jersey Department of Education to further educate yourself on the ACHIEVE NJ Law. <http://www.state.nj.us/education/AchieveNJ/>

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