

WILLINGBORO PUBLIC SCHOOLS

2020-2021 EVALUATION GUIDE FOR CERTIFIED STAFF



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Introduction

The evaluation of a certified staff member is a systematic procedure for reviewing the performance of the staff member and analyzing the review to provide constructive feedback for the staff member's professional growth. All evaluations are completed by evaluators with the focus on improving the academic, emotional, and social development of Willingboro students. The evaluation process is a collaborative effort to achieve this end.

AchieveNJ relies on multiple measures of performance to evaluate certified staff members. These measures include components of both student achievement and teacher practice. While all New Jersey teachers receive an annual summative evaluation rating, the components used to determine these ratings vary depending on the grades and subjects that educators teach.

1. The Practice Score is measured by performance on a teacher practice instrument, which is used to gather evidence primarily through classroom observations. Districts have the flexibility to choose from a growing list of state-approved instruments. Tenured teachers have two and non-tenured teachers have three required observations each year. Any teachers who end the school year with an Ineffective or Partially Effective rating will have an additional observation the following year as part of their Corrective Action Plan (CAP). The same requirements apply to teachers of tested and non-tested grades and subjects.
2. The Student Growth Objectives (SGOs) Score is based on academic goals for groups of students that each teacher sets with his or her principal or supervisor at the start of the year. These academic goals should be aligned to standards and measured using high quality assessments of various types including locally-developed tests, performance assessments, and portfolios. High quality SGOs use multiple measures to determine the starting point of the students and are differentiated to be ambitious and achievable for all of the students included. Additionally, SGOs should include a significant proportion of the standards, course work, and students for which a teacher is responsible.
3. Student Growth Percentile (SGP) Score is based on data that represents the growth an individual student makes on the state standardized assessment from one year to the next and considers how that growth compares to gains made by that student's "academic peers" across the state. Academic peers are defined as students with similar academic history in previous years. For an individual teacher, the SGPs for all qualifying students are compiled in an ascending list to identify the median SGP (mSGP). The mSGP is a percentage between one and 99, which will be translated to a 1.0-4.0 scale. Teachers of 4th-8th-grade English Language Arts and 4th-7th-grade Mathematics are eligible to receive a mSGP. **NOT APPLICABLE FOR THE 2020-2021 SCHOOL YEAR**

New Jersey Department of Education (5-17), 1

Research indicates that a structured and systematic evaluation process that is built upon shared values, comprehensive professional development, and a spirit of collaboration between the evaluator and the staff member has the potential to positively impact student achievement. Improving student achievement and ensuring that Willingboro students have the necessary skills to become 21st Century thinkers and learners is our collective goal.

12 Danielson Components 2020-2021

Domain 1

- 1b- Demonstrating knowledge of students
- 1c- Setting instructional outcomes
- 1e- Designing coherent instruction

Domain 2

- 2a- Creating an environment of respect and rapport
- 2b- Establishing a culture for learning

Domain 3

- 3a- Communicating with students
- 3b- Using questioning and discussion techniques
- 3c- Engaging students in learning
- 3d- Using assessment in instruction

Domain 4

- 4a- Reflecting on teaching
- 4b- Maintaining accurate records
- 4c- Communicating with families

Formative Evaluations

<u>Teacher Tracks</u>		<u>Min. # of Evaluations</u>	<u>Multiple Observers</u>
Non-Tenured	Years 1-4	3 (2 Unannounced and 1 Announced)	Required
Tenured		2 (1 Unannounced and 1 Announced)	

- All evaluations must have a post-conference.
- All evaluations will be 30 minutes in length.
- A pre-conference is mandatory for all announced evaluations.
- Pre-conferences are conducted 5 school days before the evaluation.
- All staff members must have a minimum of one announced and one unannounced observation during the school year.
- All evaluators must participate in yearly refresher training following initial training on the evaluation tool, and the Superintendent must certify the training.
- All evaluators must participate in two co-evaluations per year.
- Post-conferences must be completed within 15 school days of the date the evaluation. The evaluator is permitted to give the staff member the evaluation at the post conference.

However, evaluators will make every effort to give the evaluation to the staff member at a minimum of 24 hours before the post conference.

- Rebuttals must be submitted within 10 school days after the post conference.

Compiling the Domain Score

Domain Weights

Domain 1	Domain 2	Domain 3	Domain 4
20%	30%	30%	20%

The scores for all components are added and then divided by the number of components in the Domain.

Example for Domain 1
(using the 3 components with the following scores 3, 3, 2)

Total (8) divided by 3 = 2.66666
Round domain scores to tenth place (e.g. 2.7)

Score for Domain 1:
Numeric Score (2.7) x .20 = 0.54
Round weighted domain score to hundredths place

Scores for Domains 1-4 are added together to determine the overall evaluation score. The overall evaluation score is rounded to the hundredths place.

Determining the Overall Rating

The overall evaluation score determines the rating for the staff member using the following scale:

Ineffective = 1.00 to 1.84

Partially Effective = 1.85 to 2.64

Effective = 2.65 to 3.49

Highly Effective = 3.50 to 4.00

Summative Evaluations

- Staff members will have five (5) school days after reviewing the summative to sign it.
- A staff member who has a summative evaluation that is rated Ineffective or Partially Effective must be placed on a Corrective Action Plan (CAP) by September 15th of the next school year.
- The Professional Development Plan (PDP) for the current school year, the PDP for the next school year, and the Student Growth Objective (SGO) summary sheet must be uploaded to My Learning Plan.

What is needed for a staff member to receive a summative evaluation?

A tenured staff member must have two (2) formative evaluations; a Student Growth Objective (SGO) score, and be present for a minimum of 40% of the school year. Tenured staff members can have a Median Student Growth Percentile (mSGP) score, but it is not mandatory to receive a summative evaluation.

A non-tenured staff member must have three (3) formative evaluations; a SGO score, and be present for a minimum of 40% of the school year. Non-tenured staff members can have a Median Student Growth Percentile (mSGP) score, but it is not mandatory to receive a summative evaluation.

Annual Summative Score

For the 2020-2021 school year, the summative score will be comprised of the following:

Teacher Practice (TP): 85%

SGO: 15%

The mSGP score will not be used in the 2020-2021 school year.

The TP is the average score of all formative evaluations. This term is used for all certified staff.

Staff members who receive a TP and no SGO are ineligible to receive a summative score. The staff member must have two data points

Steps for Announced Evaluations

1. The evaluator must review the staff member's previous evaluation before beginning the evaluation process. The review should focus on the targeted, specific and measurable recommendations provided by the previous evaluator.
2. The evaluator provides the staff member with access to the Danielson template with the date and time of the pre-conference and evaluation (evaluation must occur within 5 days).
3. The staff member must complete the pre-conference section on the template (staff members should be given a minimum of 2 days to complete the pre-conference information). If the staff member does not submit the information within 2 school days, the evaluator can proceed with the evaluation.
4. The evaluator must also send the District Pre-Conference Form to the staff member to review in preparation for the preconference meeting. The staff member is not required to complete this form.
5. The evaluator conducts a pre-conference by reviewing the pre-conference information on the Danielson template and the District's Preconference Form. The pre-conference must be scheduled for a 45-minute period (the pre-conference can be concluded prior to the 45-minute

- period if agreed upon by both the evaluator and the staff member). The evaluator reminds the staff member of evaluation date and time.
6. The evaluation must occur no more than 5 school days after the pre-conference. The preconference must be repeated if the deadline is missed
 7. The evaluator conducts an evaluation (30 minutes). The staff member will have two (2) school days to complete the reflection questions. If the evaluator does not receive the reflection responses, he/she must proceed and document failure to submit the responses under Domain 4A.
 8. The evaluator completes the evaluation (including attendance), includes the reflection responses, and conducts a post conference within 15 school days of the date of the evaluation.
 9. The evaluation can be given to the staff member at the post conference. However, as a best practice, staff members should be given a minimum of 24 hours to review the evaluation.
 10. During the post conference, the PDP and CAP (if applicable) must be reviewed and discussed. The post conference must be scheduled for a 45-minute period (the post conference can be concluded prior to the 45-minute period if agreed upon by both the evaluator and the staff member).
 11. A staff member shall be given 10 school days from the date of the post conference to submit the rebuttal.

Steps for Unannounced Evaluations

1. The evaluator must review the staff member's previous evaluation before beginning the evaluation process. The review should focus on the targeted, specific and measurable recommendations provided by the previous evaluator.
2. The evaluator conducts an evaluation (30 minutes). The staff member will have two (2) school days to complete the reflection questions. If the evaluator does not receive the reflection responses, he/she must proceed and document failure to submit responses under Domain 4A.
3. The evaluator completes the evaluation (including attendance), includes the reflection responses, and conducts a post conference within 15 school days of the date of the evaluation.
4. The evaluation can be given to the staff member at the post conference. However, as a best practice, staff members should be given a minimum of 24 hours to review the evaluation.
5. During the post conference, the PDP plan and CAP (if applicable) must be reviewed and discussed. The post conference must be scheduled for a 45-minute period (the post conference can be concluded prior to the 45-minute period if agreed upon by both the evaluator and the staff member).
6. A staff member shall be given 10 school days from the date of the post conference to submit the rebuttal.

Domain One

1B: Knowledge of Students

Effective

- A1. The sources of grouping students are identified
- A2. Demonstrates knowledge of strategies that best support learners based on their academic needs.

Highly Effective

- D1. Explains how individuals within groups will be supported
- D2. Teacher explains how students' prior and future learning influences the lesson

1C: Setting Instructional Outcomes

Effective

- A1. Objective is aligned to the standards
- A2. Objective includes condition, behavior, and measure
- A3. Behavior is worded as a learning skill and not an activity
- A4. The measure is quantifiable, linked to the behavior, and linked to an appropriate assessment tool.

Highly Effective

- D1. The real-life relevance of the objective is explained.

1E: Designing Coherent Instruction

Effective

- A1. Learning activities are directly aligned with the listed instructional outcomes
- A2. Learning activities aligned with instructional outcome are suitable for some of the different groups of students in the classroom
- A3. Activities can be completed in the allotted time
- A4. Activities represent significant cognitive challenges based, for example, on Bloom's Taxonomy with noted differentiation for most student differences
- A5. Indication of data used for grouping and specific strategies
- A6. Lesson plan accurately includes all district mandated components with embedded strategies and formative assessments that are aligned to the objective

Highly Effective

- D1. A reasonable rationale is listed for each activity
- D2. There is differentiation for individual learners
- D3. Student choice has been incorporated
- D4. Connection to other disciplines and real world is indicated
- D5. There is a rationale for the data used to create groups
- D6. Time stamps for each section of the lesson plan are included

D7. There are challenging resources differentiated for individual students

Sources of Evidence for Domain Four (This list is not exhaustive)

4A: Reflecting on Teaching

- The Danielson rubric will determine the rating for 4A.

4B: Maintaining Accurate Records

- Genesis Gradebook aligned to the UGP (end of marking period requirements will be prorated depending on the date of the evaluation)
- Documentation for keeping track of student completion of assignments
- Classroom management plan and procedures
- I&RS & PIRT data (redact names)
- ELA portfolios aligned to District standards
- Data to support small group instruction
- Documentation regarding student accommodations and modifications
- Progress monitoring data

4C: Communicating with Families

- Parental Contact Log (academics, behavior, chronic absenteeism)
- Feedback to and from parents (email, letters, notes)
- Back to School Night and Parent Conferences agenda and summary
- Documented communication with parents (newsletters, calendars, emails, instructional resources, etc.)
- Parent questionnaires or surveys and analysis of results
- Data/notes from parent conferences
- Compiled list of relevant resources for parents for supporting their children
- Student contributions to parent/teacher communication (i.e., student's self-analysis of progress in writing)
- Updated class website, blog, twitter
- Sample contents of weekly work folder
- Syllabus
- Google classroom weekly summary blast
- Monthly classroom calendars (with instructional goals)
- Teacher letter of introduction
- Translated letters to parents
- Record of parent involvement in classroom events, field trips, etc.

Evaluation Timelines

Evaluation timelines will be listed in the My Learning Plan and on the Evaluation Matrix. Evaluations must occur in two different cycles: October- January and February-May. For non-tenured staff, two evaluations will occur in either cycle one or two (3 evaluations total).

- The additional CAP evaluation will be completed by October 31, 2020
- Round 1 evaluation (all staff) will be completed between October 2020 and December 2020
- Round 2 evaluation (non-tenured staff) will be completed between December 2020 and February 2021
- Round 3 evaluation (non-tenured staff and CAP teachers) will be completed by April 15, 2021
- Round 3 evaluation (tenured staff) will be completed by February 2021 and June 2021
- Summative evaluation (non-tenured staff and CAP teachers) will be completed by April 30, 2021
- Summative evaluation (tenured staff) will be completed by June 11, 2021

Corrective Action Plan (CAP)

A Corrective Action Plan must be given to staff members who scored Ineffective or Partially Effective on the Summative Evaluation by September 15th of the following year. The evaluator who completes the summative Evaluation must create the CAP in consultation with the Principal if the principal is not the Summative evaluator. The Summative Evaluation must include a note that a CAP will be created.

The summative evaluator will provide a draft of the CAP to the staff member to solicit input. Although all input from the staff member will be considered, the final development of the CAP rests within the authority of the summative evaluator.

When preparing a CAP, the summative evaluator will watermark it as a "DRAFT." The DRAFT watermark will be removed after the initial meeting with the staff member.

The CAP Shall:

1. Address areas in need of improvement identified in the educator evaluation rubric;
2. Include specific, demonstrable goals for improvement;
3. Include responsibilities of the employee, summative evaluator, and all other applicable district administrators; and
4. Include timelines for meeting the goal(s).

Professional Development Plan

The PDP for the upcoming school year must be submitted with the summative evaluation. For new staff members, the PDP must be developed by September 30th. For new staff members hired after October 1st, the PDP must be developed within 30 school days of employment up until March 1st. A staff member must earn 20 hours of professional development per year.

What counts towards the 20 hours of PD in the Willingboro Public Schools?

The Professional Teaching Standards Board has currently identified the following general categories of professional development:

1. Formal courses, offered on or off line, and conferences (including, but not limited to, workshops, seminars, institutes, and/or such programs) sponsored by colleges and universities, district boards of education, professional associations, training organizations or other entities approved through the local district plan process or as part of the provider registration system. Such activities shall accrue hour-for-hour for professional development credit.
2. Courses, seminars, or other activities which are required for maintenance of licenses or certificates issued by professional organizations or government entities (for example, social workers, and nurses). Such activities shall accrue hour-for-hour for professional development credit. In instances where the same course must be taken twice within the five-year period, please note that the hours will count only once toward fulfilling the professional development requirement.
3. The process of developing curriculum focused on the New Student Learning Standards, including, but not limited to, research, writing, and revision. Such activities shall accrue hour for hour for professional development credit.
4. Activities that support and/or enhance the profession including, but not limited to, grant writing, mentoring a pre-service teacher or a novice teacher, professional service on boards or committees, and teaching a course or workshop.

The following provides the number of hours that can be accrued in various activities that serve the profession:

- a. The total number of hours for service on committees will not exceed ten (10) hours per year of professional development credit, provided that such service is identified in the PDP with the specific goals of the experience outlined therein.
 - b. A mentor will accrue one hour of professional development credit for each week of supervision. There are typically 37 weeks in a school year. The 37 hours must be prorated for Mentors who do not work the full school year.
 - c. In addition to the actual clock hours spent in delivery of the first presentation, presenters or teachers of courses or workshops will accrue professional development hours on the basis of two hours of preparation time for every hour of delivery time. The teaching or presenting of the same or a similar course or workshop will count only once in a five-year cycle.
5. The Willingboro Public Schools will also count the following in the 20-Hour Requirement:
- Professional Development days
 - Staff turnkey sessions (to be granted only if the turnkey is a minimum of one hour and no time will be granted for preparation)
 - Curriculum writing
 - Saturday workshops
 - Summer workshops
 - Afterschool workshops
 - On-line workshops (after hours)
 - Committees that have an instructional focus and meet after school hours ex: A Committee to analyze student writing samples, to review a series of text books etc.
 - Mentor for New Teachers

- Professional Learning Community Meetings
- Faculty and Department Meetings

Special Situations

A staff member's request to participate in the following: independent professional studies such as action research, study groups, sabbaticals, fellowships, internships, teacher exchanges, portfolio development, and/or contributions to professional literature, will be considered if the following is met:

- (a) Discuss the projected number of hours, which will accrue in the study with your immediate supervisor and
- (b) Maintain a log of actual hours completed.

How will the district determine the number of hours required for teachers who do not teach for the full school year?

The hourly requirement is prorated depending on individual circumstances. For example, a teacher who works half the year must accrue 10 hours.

Acquiring Tenure

Certified staff members hired after August 12, 2012 receive tenure under the following conditions:

- Employed in the District for four (4) consecutive academic years plus one day at the beginning of the succeeding academic year or the equivalent of more than four academic years within a period of any five years.
- Earn at least two summative evaluations rating of Effective or Highly Effective within the last three years leading to tenure.

Scenario 1	Year 1	Year 2	Year 3	Year 4	Result in Year 5
No Leave or Absence	Participate in District Mentoring Program.	Partially Effective	Effective	Effective	Staff member earns tenure after one day of employment. Note: the staff member must receive Effective or Highly Effective in two of the three years (years 2-4)
Scenario 2		Effective	Leave from September-April; No Rating	Effective	Teacher earns tenure later in the year dependent upon the length of the leave
Leave in year 3 with two Effective ratings					

Losing Tenure

The TEACHNJ Act establishes standards for filing an inefficiency tenure charge against a tenured staff member in accordance with the following chart

Year A Rating	Year B (Consecutive) Rating	Action
Ineffective	Ineffective	The superintendent <u>must</u> file a charge of inefficiency.
Partially Effective	Ineffective	The superintendent <u>must</u> file a charge of inefficiency.
Ineffective	Partially Effective	The superintendent <u>may</u> file a charge of inefficiency or may defer the filing until the next year; in the following year (i.e., the third consecutive year), the superintendent must file a charge of inefficiency if that annual rating is Ineffective or Partially Effective.
Partially Effective	Partially Effective	The superintendent <u>may</u> file a charge of inefficiency or may defer the filing until the next year; in the following year (i.e., the third consecutive year), the superintendent must file a charge of inefficiency if that annual rating is Ineffective or Partially Effective.

Losing Tenure-Missing Summative Evaluation Rating

The following chart displays how a missing summative evaluation rating could affect a tenured staff member. Summative Ratings 1, 2, and 3 represent three consecutive years during a staff member's tenure:

Year 1 Rating	Year 2 Rating	Year 3 Rating	Potential Action
Ineffective	No rating	Ineffective	The superintendent <u>must</u> file a charge of inefficiency.
Partially Effective	No Rating	Ineffective	The superintendent must file a charge of inefficiency.
Ineffective	No Rating	Partially Effective	The superintendent <u>may</u> file a charge of inefficiency or may deter the filing until the next year; in the following year (i.e., the fourth consecutive year), the superintendent must file a charge of inefficiency if that annual rating is Ineffective or Partially Effective.
Partially Effective	No Rating	Partially Effective	The superintendent <u>may</u> file a charge of inefficiency or may deter the filing until the next year; in the following year (i.e., the fourth consecutive year), the superintendent must file a charge of inefficiency if the annual rating is Ineffective or Partially Effective.