



## TRENTON PUBLIC SCHOOLS

### District Staff Evaluation Timetable – 2021-2022

***Note: Observations will not start until October 8, 2021***

Due Date	Evaluation Component
By August 31 <sup>st</sup> , Tuesday	School Improvement Panel (SciP) must be in place at every school and SciP membership lists must be submitted in QSAC folder (shared Google drive)
By September 30 <sup>th</sup> , Thursday	All principals and VPs submit <a href="#">self-assessment</a> in Frontline All NEW administrators submit <a href="#">Danielson Certificate</a> to HR; All RETURNING administrators complete Danielson and Achieve NJ refresher training
By October 6 <sup>th</sup> , Thursday	All teaching staff members must be notified of policies & procedures related to evaluation rubric; all staff must be trained in evaluation rubric (before any observation occurs); all training sign-in sheets and agendas must be submitted
By October 15 <sup>th</sup> , Friday	All <b>Administrator Goals, Administrator Professional Development Plans (PDPs), and Instructional Staff Professional Development Plans (PDPs)</b> submitted through Frontline <b>All SGOs submitted in Frontline by teachers</b>
By October 22 <sup>nd</sup> , Friday	All <b>SGOs approved in Frontline by supervisor</b> All <b>Corrective Action Plans (CAPs)</b> created and submitted in Frontline
By November 24 <sup>th</sup> , Wednesday	<b>First observation</b> completed and submitted in Frontline for every <b>non-tenured teacher, non-teaching TEA member, supervisor, and administrator</b>
By December 23 <sup>rd</sup> , Thursday	<b>First observation</b> completed and submitted in Frontline for every <b>tenured teacher, non-teaching TEA member, supervisor, and administrator</b>
By January 31 <sup>st</sup> , Monday	<b>Second observation</b> completed and submitted in Frontline for every <b>non-tenured teacher, non-teaching TEA member, supervisor, and administrator</b> Also, <b>status report</b> is due for any <b>tenured</b> staff member on a <b>Corrective Action Plan (CAP)</b>
By February 1 <sup>st</sup> , Tuesday	<b>SGO revisions completed in Frontline by teachers</b>
By February 8 <sup>th</sup> , Tuesday	<b>SGO revisions approved in Frontline by principals</b>
By March 11 <sup>th</sup> , Friday	<b>Third observation</b> completed and submitted for every <b>non-tenured teacher, non-teaching TEA member, supervisor, and administrator AND all CAPs finalized in Frontline</b>
By March 18 <sup>th</sup> , Friday	<b>Danielson Domain 4 Artifacts</b> uploaded in Frontline
By March 18 <sup>th</sup> , Friday	<b>Annual evaluations</b> completed and submitted for every <b>non-tenured staff member of the B&amp;TA, TESA, MCM&amp;LA, TPA, &amp; TSCA</b>
By March 25 <sup>th</sup> , Friday	<b>Annual Summary Conferences and Recommendations</b> (including increment withholding recommendations) <b>held and completed and submitted</b> in Frontline for every <b>non-tenured teacher, non-teaching TEA member, supervisor, and administrator</b>
By April 1 <sup>st</sup> , Friday	<b>Second observation</b> completed and submitted for every <b>tenured teacher, non-teaching TEA member, supervisor, and administrator</b>
By April 8 <sup>th</sup> , Friday	<b>Annual Summary Conferences <u>scheduled</u></b> (Frontline Evaluation tab) for every <b>tenured teacher, non-teaching TEA member, supervisor, and administrator</b>
April BOE Meeting – April 11 <sup>th</sup> , Monday	Recommendations for reappointment <b>of ALL non-tenured staff (certificated and non-certificated)</b> , including any increment withholding, addressed by the Board in accordance with May 15 <sup>th</sup> statutory deadline
By April 27 <sup>th</sup> , Wednesday	<b>Annual evaluations</b> (including increment withholding recommendations) completed and submitted for every <b>tenured staff member of the B&amp;TA, TESA, MCM&amp;LA, TPA, &amp; TSCA</b>
By April 29 <sup>th</sup> , Friday	All <b>tenured teacher, non-teaching TEA member, supervisor, and administrator Annual Summary Conferences held and submitted to HR</b> (Overall tab in Frontline)
By May 13 <sup>th</sup> , Friday	<b>ALL tenured staff (certificated and non-certificated)</b> reappointed
By May 20 <sup>th</sup> , Friday	<b>PD Hours (20 hours annually)</b> Documentation submitted <b>AND all PDPs finalized in Frontline</b>

*Any teacher with less than a 2.65 on any observation must be placed on an Instructional Support Plan using the district-approved ISP form.  
The first co-observation for all administrators must be completed by January 31, 2022 and the second by April 8, 2022.*



## TRENTON PUBLIC SCHOOLS

### District Staff Evaluation Timetable – 2021-2022

#### **Please note:**

1. In the event of a new hire (staff member hired after the start of the school year), adherence to the following deadlines must occur:
  - a. Within 10 days of hire, a mentor must be assigned and the mentor acknowledgement form (or mentor transfer form if the employee satisfied mentoring requirements in another district) must be completed in its entirety and properly and submitted by the building principal to HR.
  - b. At least 14 days prior to their first observation, the new staff member must have received training in the Danielson evaluation tool and evaluation procedures and policies. A sign-in sheet and agenda for this training must be submitted by the building principal in the proper QSAC folder (shared Google drive).
  - c. Within 25 days of hire, the new staff member's PDP and SGOs (and administrator goals if an administrator) must be completed and approved by the administrator in Frontline.
  - d. Within 30 days of hire, the new staff member must receive their first observation.
2. In the event of a leave of absence, a non-tenured teacher who is present for less than 40% of the total student school days may receive only two observations.
3. In the event of a late hire, a non-tenured teacher who is present for less than 40% of the total student school days may receive only two observations. Please note that a non-tenured teacher hired after February 28, 2022 will receive a TNE (Not Evaluated) for the 2021-22 school year. The non-tenured teacher may be observed but will not receive an annual summative rating.
4. The State (NJ DOE) deadline for PDP submission and SGO submission is October 31, 2021 and for SGO revision is February 15, 2022. Our internal deadlines are slightly earlier to ensure timely and accurate submission for every staff member.
5. With the exception of May 15<sup>th</sup>, all deadlines on the timeline are internal ones. The State does not specify dates by which observations and evaluations must be completed for TEA and TASA members, with the exception of April 30<sup>th</sup> for non-tenured teachers and administrators. The State does specify that at least one observation must be conducted in each semester, **to provide ample time for feedback to be implemented and growth to occur**. For members of other Unions, collective bargaining agreements (CBAs) specify the required number of and procedure for evaluations.

*Important Note: AchieveNJ requires every observer to complete two co-observations. Both observers need to be present at the pre-observation conference, observation, and post-observation conference. Co-observers should provide one final observation score based on consensus following a discussion about the observation and what the evidence has demonstrated. All administrators will be required to sign a Statement of Assurance indicating they have completed each required co-observation. The first co-observation must be completed by January 31, 2022 and the second co-observation must be completed by April 8, 2022.*



## TRENTON PUBLIC SCHOOLS

### District Staff Evaluation Guidelines – 2021-2022

#### Non-Tenured

- Teachers in years 1-4 will receive 3 observations (at least 20 minutes each; at least 1 announced and at least 1 unannounced).
- Teachers who were rated partially effective or ineffective during the prior school year must be placed on a Corrective Action Plan (CAP) for the 2021-2022 school year. These teachers must receive 4 observations (20 minutes each; the ‘plus one’ must be announced).

#### Tenured

- Teachers who were rated effective or highly effective in the prior school year will receive 2 observations (at least 20 minutes each; 1 announced and 1 unannounced). However, if the first observation in the current year is ineffective, the teacher would receive one additional observation (at least 20 minutes), which must be announced.
- Teachers who were rated partially effective or ineffective during the prior school year must be placed on a Corrective Action Plan (CAP) for the 2021-2022 school year. These teachers must receive 3 observations (at least 20 minutes each; the ‘plus one’ must be announced). CAPs must be completed in the Evaluation Management System and limited to 2-3 focus areas at a time.

#### Directions

1) Due to the cancellation of the New Jersey Student Learning Assessment (NJSLA) in school year 2020-2021, median Student Growth Percentiles (mSGP) will not be included in the summative score of any teacher, Principal, Assistant Principal (AP), or Vice Principal (VP). Pursuant to N.J.A.C. 6A:10-4.1(d) and 5.1(d), the chart below lists the evaluation component weights for the 2021-2022 school year. All teachers will have the same weighting for each component and all Principals, APs, and VPs will have the same weighting for each component.

Type of Educator	Education Component Weights
Teachers	<ul style="list-style-type: none"> <li>• Teacher Practice: 85%</li> <li>• SGO: 15%</li> </ul>
Principals/APs/VPs	<ul style="list-style-type: none"> <li>• Principal Practice: 80%</li> <li>• Administrator Goals: 10%</li> <li>• SGO Average: 10%</li> </ul>

- 2) For the 2021-2022 school year, all other educator evaluation regulations are in effect.
- 3) Observations will not start until October 8, 2021.
- 4) The first observation for all certificated staff members must be announced.
- 5) Reminder: Domain 1 is to be scored for announced observations only.
- 6) Multiple observers are required for non-tenured teachers, teachers on Corrective Action Plans, and recommended-for-tenure teachers.
- 7) Teachers and administrators will schedule pre- and post-conferences.
- 8) Pre-observations will only be scheduled for announced observations. Guiding questions for the pre-observation conference **may** include:
  - *What are your learning outcomes for this lesson? What do you want the students to understand? How will you engage the students in the learning?*
  - *How will you differentiate instruction for different individuals or groups of students in the class?*
  - *How and when will you know whether the students have learned what you planned?*
  - *Is there anything that you would like me to specifically observe during the lesson?*

**Teachers should not be asked to submit responses to these questions prior to the pre-observation conference.**

9) Teachers upload artifacts (e.g. lesson plans, look fors and others that are relevant to the lesson plan) into the Evaluation Management System for the pre-conference.

- 10) Administrators complete the pre-observation form with teacher input in the Evaluation Management System.
- 11) Administrators complete the observation in the Evaluation Management System.
- 12) Teachers may review their observation in the Evaluation Management System once they are saved by the administrator. All teachers are expected to upload artifacts into the Evaluation Management System in preparation for the post-conference.

**Please note: Teachers are expected to maintain 7-11 artifacts in the Evaluation Management System throughout the year to support their summative evaluation that will include Domain 4. Domain 4 will be scored independently by the Principal and will be included as part of the summative evaluation conference.**

- 13) The post-conference form should be completed collaboratively during the post-conference in the Evaluation Management System.
- 14) Teachers are encouraged to write a reflective response to the observation in the Evaluation Management System. These responses may be included in their portfolio as evidence for Domain 4a.
- 15) Teachers are to electronically sign each completed observation in the Evaluation Management System.
- 16) The Chiefs of Schools will review observations on an on-going basis throughout the year. DEAC will review observation data at monthly meetings.
- 17) Administrators will use the specific Trenton Public Schools' district evaluation rubric for each TEA position (i.e. Teacher, School Counselor, Nurse, etc.) to evaluate the performance based on the rating criteria.
- 18) For domains and components that should be scored, N/A is not an acceptable score and may not be used.
- 19) An annual summary conference must be held for all certified staff. During this conference the annual summative rating will be shared, as well as feedback on strengths and growth areas, and progress and feedback on the staff member's PDP and SGOs. Any staff member who is being recommended for increment withholding should be notified of this fact at this conference. **Please note that for all non-tenured certified staff, this annual summary conference must be held separately from observation post-conferences. For tenured certified staff, this annual summary conference may be held at the same time as the second observation post-conference.**

### **Administrator-Specific Guidance**

1. Once an observation is scheduled, the observation should be completed on the scheduled date/time unless there is a necessary reason to reschedule the observation.
2. Specific comments based on evidence are to be included in each section. Observers are cautioned to avoid subjective commentary.
3. Cite evidence from both teachers' and students' actions in the classroom.
4. Observers' comments should promote teacher reflection (i.e., observer poses questions or identifies topics for teacher to consider) and provide at least one actionable step for the teacher with a recommended timeline.
5. **Recommendations are required** for all ratings of 1 and 2 so that teachers are aware of what is necessary for improvement. **Any teacher with a rating of less than 2.65 for any observation must be placed on an Instructional Support Plan using the district-approved ISP form.**
6. Upon completion of the observation, observers are to provide a narrative summary of the observation, including strengths, areas for improvement, and recommendations.
7. All non-tenured teacher observations must be completed by the district deadline (please note that NJDOE requires all non-tenured observations, including the post-conference, to be completed by April 30<sup>th</sup>). All tenured teacher observations must be completed by the annual summary conference.
8. If situations arise with meeting expected timelines with individual teachers, administrators should consult with their Chief of Schools for guidance.

### **Best Practice Tips**

1. The goal of formal observations is to provide feedback to teachers to support them in improving their practice. **Using the Danielson Framework for Teaching ensures that all teachers receive consistent feedback and support aligned with the district's expectations for teaching practice.** The goal is enhanced instructional practice yielding greater student achievement.
2. For teachers to receive the maximum benefit, it is important that all teachers be given the opportunity to participate in pre-observation and post-observation conferences. This allows all teachers a chance to share their goals for the lesson prior to the observation and time to reflect upon their performance after the lesson.
3. Upon completion of the observation and post-observation conference, teachers should be given opportunities for additional professional development based on their areas of need. Support may include but is not limited to the following: district's professional development offerings or support from supervisor or other school-based teacher or administrator.
4. For teachers on Corrective Action Plans, administrators must utilize the Board-approved Corrective Action Plan document denoting domains, teacher responsibilities, and administrative support.
5. Arrangements should be made to ensure that observations occur in classrooms that are supporting students with disabilities and students whose first language is not English.