

## Finishing Strong: 2013-14

The following are recommendations from the AchieveNJ Advisory Committee (ANJAC) for districts to consider in anticipation of the conclusion of the school year. ANJAC is composed of teachers, school and district leaders, and others who are actively engaged in evaluation implementation.

Summative Ratings and Annual Conferences
1. Ensure that the district has a specific plan for collecting and analyzing data for domains that are not evaluated through direct classroom observation, e.g. planning, professional responsibilities. All district evaluators should follow similar approaches for collecting and assessing the data.
2. Ensure that the district has specific processes in place for arriving at a 1-4 practice score for each certificated staff member and that a plan is developed for scoring all SGOs.
3. Take time at administrative meetings to discuss the district approach to summary reports so there is consistency across the district.
4. Discuss how administrators will conduct effective annual conferences using all available data, including SGOs.
5. Provide sample summative evaluations to teachers and describe what the annual conference will entail. Develop and share a schedule of annual conferences.
Professional Development
6. Guide teachers to develop professional development plans (PDPs) related to areas of need as highlighted by their observation reports.
7. Provide guidance on the district's approach to Corrective Action Plans (CAPs) to all administrators. Determine necessary recipients of CAPs and communicate the process.
8. Review evaluation data and identify Highly Effective educators. Review district recognition programs for alignment with evaluation data and consider approaches to maximize the impact of exemplary educators on colleagues and students.
Learning from Year 1
9. Collect survey information from certificated staff regarding the evaluation process.
10. Work with the District Evaluation Advisory Committee (DEAC) to create a year-end reflection about the first year of AchieveNJ, including survey data and preliminary analysis of summary data. Consider presentations to staff and Board of Education.
11. Develop a PD plan for 2014-15 using evaluation data, student data, survey data, and feedback from School Improvement Panels (SciPs) and the DEAC.

### For More Information

- Visit the **AchieveNJ** website at [www.nj.gov/education/AchieveNJ](http://www.nj.gov/education/AchieveNJ).
- Questions or feedback? E-mail [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us), or call the AchieveNJ Help Line at 609-777-3788.