



State of New Jersey

DEPARTMENT OF EDUCATION

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September 10, 2013

TO: Chief School Administrators
Charter School Lead Persons
School Leaders

ROUTE TO: All district principals, assistant/vice principals, and teaching staff members

FROM: Peter Shulman, Assistant Commissioner/Chief Talent Officer *PS*
Division of Teacher and Leader Effectiveness

SUBJECT: AchieveNJ Update (Back to School 2013)

IN THIS MEMO:

- I. Teacher- and Principal-Focused Evaluation Presentations in September**
- II. Elements of Principal and Assistant/Vice Principal Evaluations**
- III. External Advisory Activities**

The beginning of a new school year is always a time of transition. This year in particular, we know that teachers and administrators are balancing new opportunities for professional growth with a continued commitment to helping all students succeed. Within the Department of Education (“the Department”), the Division of Teacher and Leader Effectiveness is also committed to promoting student growth by supporting educators. We will continue to provide communications, resources, and field support for your work in the months ahead, and we thank you for all that you do for the students of New Jersey.

This memo contains information and updated resources for implementation of AchieveNJ, the new evaluation and support system rolling out this year. Please share this update with your school and local community. For more information, please view our [updated evaluation website](#) and our [AchieveNJ Resources Guide](#). As always, we invite any educator to call our Evaluation Help Line at 609-777-3788 or email us at educatorevaluation@doe.state.nj.us with any questions or feedback.

I. Teacher- and Principal-Focused Evaluation Presentations in September

The Office of Evaluation has had a busy summer supporting districts preparing for implementation of AchieveNJ. Since this spring, we have met with over 10,000 educators to share information and answer questions about the new evaluation and support system, including dozens of interactive workshops on Student Growth Objectives (SGOs) this summer. We will continue this field support in the new school year.

As a first step, we are pleased to announce a series of presentations for teachers to take place throughout the month of September. These sessions will be held after school hours in various locations across the state. Office of Evaluation staff will share information, answer questions, and hear feedback directly from teachers. For more information and to register for these sessions, please visit our [Upcoming Forums and Events](#) web page or see the chart below:

Date and Time*	Location	Registration
September 10	Summit High School	Register here
September 12	The Performing Arts Center at Piscataway High School	Register here
September 17	Liberty Middle School (West Orange)	Register here
September 17	Lacey Township High School	Register here
September 18	Oakcrest High School (Mays Landing)	Register here
September 19	Cherry Hill High School East	Register here
September 23	Holmdel High School	Register here

*All sessions will take place from 4 p.m.-6 p.m.

In addition, the Department and the New Jersey Principals and Supervisors Association (NJPSA) will co-sponsor two sessions on principal evaluation on September 30th (one session in the morning to be repeated in the afternoon). Each meeting will include an overview from Office of Evaluation staff and then a series of break-out sessions with a variety of principal practice instrument providers. We will provide more information and registration details in the coming days.

For more information on these events, please email educatorevaluation@doe.state.nj.us or call Keesha M. Wright in the Office of Evaluation at 609-777-3788.

II. Elements of Principal and Assistant/Vice Principal Evaluations

We recognize that principals and school leaders carry a number of different responsibilities in the new evaluation system. While many school leaders are focused on directing new teacher evaluations, principals and assistant/vice principals (AP/VPs) must understand how they will be evaluated in the new school year as well. Please refer to the following resources for more information:

- [AchieveNJ for Principals/APs/VPs web page](#): This page contains an overview of evaluation policies and procedures for principals and APs/VPs as well as resources for Specialists, Supervisors, Directors, and other certificated non-teaching staff.
- [AchieveNJ Principal Evaluation Overview](#): This information sheet describes the basic elements of principal evaluations.
- [AchieveNJ Assistant/Vice Principal Evaluation Overview](#): This information sheet describes the basic elements of AP/VP evaluations.

As announced this past March, the elements and weights of principal evaluation proposed for SY13-14 are listed below, along with resources providing additional information:

Student Achievement (See the [Student Achievement Measures for Principal/AP/VP Evaluation Overview](#))

- **Student Growth Objective (SGO) Average: 10 Percent**
 - Each district locally determines which teachers' SGOs are linked to an AP/VP. For example, if a VP is involved in collaborating with specific grade levels or departments on SGOs, those SGOs will comprise this component of the summative rating.
- **School Student Growth Percentile (SGP): 30 Percent for Multi-Grade SGP Principals, 20 Percent for Single-Grade SGP Principals**
 - In the coming weeks, the Department will release the cut scores for translating SGP data to the 1-4 scale of effectiveness and will provide guidance on attributing SGP data to leaders of multiple schools.
- **Administrator Goals: 10, 20 or 40 Percent (depending on whether the principal is a Multi-Grade SGP Principal, a Single Grade SGP Principal, or a Non-SGP Principal)**
 - Each principal, AP, and VP must set 1-4 Administrator Goals by Nov. 15, 2013.
 - Please refer to these [Sample Administrator Template and Goals](#) for a form and example goals; districts may use this format or develop their own.

Principal Practice

- **Principal Practice: 30 Percent**
 - [Principal Practice Instruments Overview](#): This web page describes principal practice evaluation instruments approved for district use.
- **Evaluation Leadership: 20 Percent**
 - [Leadership Instrument Overview](#): This web page provides a brief overview of the Evaluation Leadership Instrument.
 - [Principal Leadership Instrument](#): This is the rubric that will guide principals in implementing the evaluation system.
 - [Assistant/Vice Principal Leadership Instrument](#): This is the rubric that will guide APs/VPs in implementing the evaluation system.

Professional Support

- Please refer to following overview documents for more information on professional development and support related to evaluations:
 - [Professional Development and Support Overview](#)
 - [School Improvement Panel and Strengthening Evaluation Overview](#)

- [Roles in Planning for and Implementing Evaluation, Professional Development, and Mentoring Overview](#)
- The Department will release more guidance on the role and suggested activities for the School Improvement Panel (SciP) in the coming weeks.

III. External Advisory Activities

In the coming weeks, the Department will release the final report of the Evaluation Pilot Advisory Committee). The [EPAC Interim Report](#), published in February 2013, summarized the establishment of the EPAC, key lessons learned from the 2011-12 teacher evaluation pilot, and recommendations for statewide roll-out of a more effective educator evaluation system. This final report will emphasize the experiences and lessons learned from the second year of the teacher evaluation pilot and the 2012-13 principal evaluation pilot based on interviews, surveys, and discussions with EPAC participants and pilot district staff. The report will include concrete recommendations, suggestions, and helpful advice from pilot districts for all districts in implementing AchieveNJ this year.

As the evaluation pilot stage has concluded, the Department will convene a new advisory committee to provide ongoing feedback and recommendations about statewide implementation this year. More information about this group will be provided later this fall.

Once again, we wish you a warm welcome back. Thank you for your ongoing collaboration in our effort to better support our students.

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