

HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY

REGULATION  
FILE CODE 3224

**REGULATION - EVALUATION OF PRINCIPALS,  
VICE-PRINCIPALS, AND ASSISTANT PRINCIPALS**

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3224 unless the context clearly indicates otherwise:

“Announced Observation” means the person conducting an evaluation for the purpose of evaluation will notify the Principal, Vice-Principal, or Assistant Principal of the date and the time period the observation will be conducted.

“Annual Performance Report” means a written appraisal of the Principal’s, Vice-Principal’s, or Assistant Principal’s performance prepared by the Superintendent or designee based on the evaluation rubric for his or her position.

“Annual Summative Evaluation Rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a Principal, Vice-Principal, or Assistant Principal evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Corrective Action Plan” means a written plan developed by the Superintendent or designee in collaboration with the Principal, Vice-Principal, or Assistant Principal to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for the corrective action, responsibilities of the Principal, Vice-Principal, or Assistant Principal and the school district for implementing the plan, and specific support that the district shall provide.

“Department” means the New Jersey Department of Education.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator Practice Instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the educator practice instrument may be components of the administrator’s evaluation rubrics and the scores may be included in the summative evaluation rating for the individual.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description, professional standards, and State-wide evaluation criteria that incorporates analysis of multiple measures of student achievement or growth, if applicable, and multiple data sources.

“Evaluation Rubrics” means a set of criteria, measures, and processes used to evaluate all Principal, Vice-Principal, or Assistant Principal in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice-Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of Student Progress and Growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual Professional Development Plan” means a written statement of goals developed by a teaching staff member serving in a supervisory

capacity in collaboration with a teaching staff member, that: aligns with professional standards for teacher set forth in N.J.A.C. 6A:9-3.3 and the New Jersey Professional Development Standards; derives from the annual evaluation process; identifies professional goals that address specific individual, district or school needs, or both; and grounds professional development activities in objectives related to improving teaching, learning, and student achievement. The individual professional development plan shall include timelines for implementation, responsibilities of the employee and the school district for implementing the plan, and specific support and periodic feedback that the district shall provide.

“Job Description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a Principal’s, Vice-Principal’s, and Assistant Principal’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by the Superintendent or designee.

“Post-observation Conference” means a meeting, either in person or remotely, between the Superintendent or designee who conducted the observation and the Principal, Vice-Principal, and Assistant Principal for the purpose of evaluation to discuss the data collected in the observation.

“Scoring Guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student Growth Objective” is an academic Goal that teachers and evaluators set for groups of students.

“Student Growth Percentile” means a specific metric for measuring individual student progress on State-wide assessments by tracking how much a student’s test scores have changed relative to other students

State-wide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Superintendent or Designee” means a member of the professional staff of any district or regional Board of Education, or any county vocational school district Board of Education, holding office, position, or employment of such character that the qualifications for such office, position, or employment require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners. Teaching staff members include the positions of school nurse and school athletic trainer. There are three different types of certificates that teaching staff members work under:

1. An instructional certificate (holders of this certificate are referred to in N.J.A.C. 6A:10-1.1 et seq. as “teachers”);
2. Administrative certificate; and
3. Educational services certificate.

“Unannounced Observation” means the person conducting an observation for the purpose of evaluation will not notify the Principal, Vice-Principal, or Assistant Principal of the date or time the observation will be conducted.

“Validity” means the extent to which evidence and theory support an interpretation of scores from a measurement instrument for a particular use of the instrument. In the context of evaluating educator practice, this means the evidence gathered using the instrument supports correct and useful inferences and decisions about the effectiveness of the practice observed.

**B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3.**

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013 shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or by any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Written Reports – N.J.A.C. 6A:10-1.4.

All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Principals, Vice-Principals, and Assistant Principals – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice-Principals, and Assistant Principals. The evaluation rubrics shall have four defined annual ratings; ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for Principals, Vice-Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123(P.L. 2012, c. 26, § 17c).
3. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice-Principals, and Assistant Principals, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-1.1 et seq.
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c).

- c. Ensure the Superintendent annually notifies all Principals, Vice-Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice-Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice-Principals, and Assistant Principals of the policies and procedures in the beginning of his or her employment. All Principals, Vice-Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten Principal, Vice-Principal, and or Assistant Principal working days of adoption.
  - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics.
  - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
  - f. Ensure data elements are collected from the implementation of the principal practice instrument and store the data in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation.
  - g. Ensure each Principal in the district or the Superintendent certifies any observers who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-2.4(h); N.J.A.C. 6A10-4.4; and N.J.A.C. 6A:10-5.4, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher members of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric

for all Principals, Vice-Principals, and Assistant Principals and when applicable, applying the Commissioner-approved principal practice instrument:

- a. Annually provide training on and descriptions of each component of the evaluation rubric for all Principals, Vice-Principals, and Assistant Principals who are being evaluated in the school district and provide more thorough training for any Principals, Vice-Principals, and Assistant Principals who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;
- b. Provide training on the principal practice instrument for the Superintendent or designee who will conduct observations for the purpose of evaluation of Principals, Vice-Principals, or Assistant Principals. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation; except the Superintendent or designee using the principal practice instrument for the first time in 2013-2014 shall be provided training before October 31, 2013;
- c. Annually provide updates and refresher training on the principal practice instrument for any supervisor who will observe principal practice for the purpose of increasing accuracy and consistency among observers;
- d. The Superintendent shall annually certify to the Department that all evaluators of Principals, Vice-Principals, and Assistant Principals in the school district who are utilizing principal practice instruments have completed training on the instrument and its application and have demonstrated competency on applying the principal practice instrument.

**F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3**

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall

include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups.
  3. Beginning in 2017-2018, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District's Evaluation Advisory Committee.
- G. Evaluation Procedures for Principals, Vice-Principals, and Assistant Principals – N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirement for the evaluation procedures of Principals, Vice-Principals, and Assistant Principals.
  2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice-Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from the School Improvement Panels, and shall include, but not be limited to, a description of:
    - a. Evaluation rubrics for Principals, Vice-Principals, and Assistant Principals;
    - b. Roles and responsibilities for implementation of evaluation policies and procedures;
    - c. Job descriptions and evaluation criteria based upon school district goals, student achievement, instructional priorities, and the evaluation regulations set forth in N.J.A.C. 6A:10-1.1 et seq.;
    - d. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes for observations for the purpose of evaluation and post-observation conference(s) by the Superintendent or designee;
    - e. The process for preparation of individual professional development plans; and
    - f. The process for preparation of an annual written performance report by the Superintendent or designee, and an annual summary.



3. The annual summary conference between the Superintendent or designee and the Principal, Vice-Principal, or Assistant Principal shall be held before the written performance report is filed. The conference shall include, but not be limited to, a review of the following:
  - a. The performance of the Principal, Vice-Principal, or Assistant Principal based upon the job description, and, when applicable, the scores or evidence compiled using the evaluation rubric, including the principal practice instrument;
  - b. The progress of the Principal, Vice-Principal, or Assistant Principal toward meeting the objectives of the individual professional development plan, or, when applicable, the corrective action plan.
  - c. Available indicators or scores of student achievement or growth such as student growth objective scores and student growth percentile scores, as applicable; and
  - d. The preliminary annual written performance report.
  
4. If any scores for the Principal's, Vice-Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
  
5. The annual written performance report for the Principal, Vice-Principal, or Assistant Principal shall be prepared by the Superintendent or designee and shall include, but not be limited to:
  - a. A summative rating based on the evaluation rubric, including a total score for each component as described in N.J.A.C. 6A:10-5;
  - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, observations for the purpose of evaluation and the principal practice instrument;
  - c. An individual professional development plan developed by the Superintendent or designee and the Principal, Vice-Principal, or Assistant Principal or, when applicable, a corrective action plan from the evaluation year being reviewed in the report; and
  - d. A summary of student achievement scores or growth indicators.

6. The Principal, Vice-Principal, or Assistant Principal and the preparer of the annual written performance report shall sign the report within five Principal, Vice-Principal, or Assistant Principal working days of the review.
  7. The annual summary conference and the annual written performance report shall be completed by June 30.
  8. The Board of Education shall add all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth for a Principal, Vice-Principal, or Assistant Principal as part of his or her personnel file. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:A-1 et seq.
- H. Corrective Action Plan for Principals, Vice-Principals and Assistant Principals – N.J.A.C. 6A:10-2.5
1. For each Principal, Vice-Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice-Principal, or Assistant Principal and the Superintendent or designee.
  2. If the summative evaluation rating is calculated before the end of the school year, then the corrective action plan shall be developed and the Principal, Vice-Principal, or Assistant Principal and the Superintendent or designee shall meet to discuss the corrective action plan prior to September 15 of the following school year. The conference to develop and discuss the corrective action plan may be combined with the Principal's, Vice-Principal's, or Assistant Principal's annual summary conference that occurs at the end of the year of evaluation.
  3. If the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then a corrective action plan must be developed, and the Principal, Vice-Principal, or Assistant Principal and the Superintendent or designee shall meet to discuss the corrective action plan within fifteen Principal, Vice-Principal, or Assistant Principal working days following the school district's receipt of the

Principal's, Vice-Principal's, or Assistant Principal's summative rating.

4. The content of the corrective action plan shall replace the content of the individual professional development plan required in N.J.A.C. 6A:9-15.4(c) and 15.7(c) until the next annual summary conference.
5. The content of the corrective action plan shall:
  - a. Address areas in need of improvement identified in the principal evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
6. The Superintendent or designee and the Principal, Vice-Principal, or Assistant Principal on a corrective action plan shall discuss the employee's progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
7. Progress toward the Principal's, Vice-Principal's, or Assistant Principal's goals outlined in the corrective action plan, and data and evidence collected by the Superintendent or designee and/or the employee to determine progress between the time the corrective action plan began and the next annual summary conference, shall be documented in the Principal's, Vice-Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference or the mid-year evaluation.
8. Progress toward the goals outlined in the corrective action plan may be used as evidence in the Principal's, Vice-Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
9. Responsibilities of the evaluated Principal, Vice-Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the Superintendent or designee.
10. The Superintendent, or his or her designee, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal,

Vice-Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. If the corrective action plan was created before the start of the year, the mid-year evaluation shall occur before February 15; if the corrective action plan was created after the start of the academic year, the mid-year evaluation shall occur before the annual summary conference. The mid-year evaluation shall include, at a minimum:

- a. One observation in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as defined in N.J.A.C. 6A:10-1.2 and described in N.J.A.C. 6A:10-5.4; and
- b. One post-observation conference in addition to the observations required in N.J.A.C. 6A:10-5.4 as defined in N.J.A.C. 6A:10-1.2, during which progress toward the Principal, Vice-Principal, or Assistant Principal's goals outlined in the corrective action plan shall be reviewed.

I. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1

1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice-Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
  - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
  - b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3.
3. Each measure shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By April 15 prior to each school year the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each measure. All components shall be worth the following percentage weights or fall with the following ranges:
  - a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice-Principal, or Assistant Principal receives a median student growth percentile measure as described in N.J.A.C. 6A:10-5.2(c), the measure shall be at least twenty percent and no greater than forty percent of evaluation rubric rating as determined by the Department

- b. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent and no greater than twenty percent of evaluation rubric as determined by the Department.
  - c. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
  - d. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be thirty percent of evaluation rubric rating.
  - e. Measure of leadership practice, as described in N.J.A.C. 6A:10-5.3(c), shall be twenty percent of evaluation rubric rating.
- 4. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principals annual summative rating.
  - 5. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.
- J. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2
- 1. Measures of student achievement shall be used to determine impact on student learning and shall include the following components;
    - a. The school-wide student growth percentile of all students assigned to the Principal;
    - b. Average student growth objective scores of every teacher, as described in N.J.A.C. 6A:10-4.2(e), assigned to the Principal; and
    - c. Administrator goals set by the Principals, Vice-Principals, and Assistant Principals in consultation with the Superintendent or designee pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.
  - 2. The school-wide student growth percentile score shall be included

In the annual summative rating of Principals, Vice-Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. The school district may assign Vice-Principals and Assistant Principals who are employed in more than one school to the school or schools as appropriate for the percentage of time spent in each school.

3. The Department shall calculate the school-wide student growth percentile for Principals, Vice-Principals, and Assistant Principals, which includes school-wide mathematics and school-wide English Language Arts scores.
4. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice-Principals or Assistant Principals shall be determined according the following procedures:
  - a. The Principal, in consultation with the Vice-Principal or Assistant Principal, shall determine prior to the start of the year, which teachers, if not all the teachers in the schools, shall be linked to the Vice-Principal's and Assistant Principal's average student growth objective score.
  - b. If the Vice-Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.
5. Administrator goals for Principals, Vice-Principals, or Assistant Principals shall be developed and measured according to the following procedures:
  - a. The Superintendent shall determine for all Principals, Vice-Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By April 15 prior to the school year the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.
  - b. Principals, Vice-Principals, and Assistant Principals shall develop, in consultation with the Superintendent or designee, each administrator goal. Vice-Principals and Assistant Principals shall set goals specific to his or her job description or adopt the same goals

as his or her Principal. If the Principal, Vice-Principal, or Assistant Principal and Superintendent or his or her designee do not agree upon the student growth objectives, the Superintendent or designee shall make the final determination.

- c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined and recorded in the Principal's, Vice-Principal's, or Assistant Principal's personnel file by November 15, 2013, and by October 15 for all subsequent school years.
- d. The administrator goal score shall be calculated by the Superintendent or designee of the Principal, Vice-Principal, or Assistant Principal. The Principal's, Vice-Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference.

**K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3**

- 1. Measures of principal practice shall include the following components:
  - a. A measure determined through a Commissioner-approved principal practice instrument; and
  - b. A leadership measure determined through the Department-created leadership rubric.
- 2. Principal practice component rating shall be based on the measurement of the Principal's, Vice-Principal's, or Assistant Principal's performance, according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to the N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.
- 3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's Vice-Principal's, or Assistant Principal's ability to improve student achievement and teacher staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.

**L. Principal, Vice-Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4**

1. The Superintendent or designee shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
2. A Principal, or the Superintendent or designee, shall conduct observations for the evaluation of Vice-Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
3. For the purpose of collecting data for the evaluation of a Principal, Vice-Principal, or Assistant Principal, and observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.
4. Post-observation conferences shall include the following procedures:
  - a. A Superintendent or designee who was present at the observation shall conduct a post-observation conference with the Principal, Vice-Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice-Principal, or Assistant Principal working days following each observation.
  - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice-Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
  - c. With the consent of the observed Principal, Vice-Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communications.
  - d. One post-observation conference may be combined with the Principal's, Vice-Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice-Principal, or Assistant Principal working days following the observation.
  - e. A written evaluation report shall be signed by the Superintendent or designee who conducted the observation and post-observation and the Principal, Vice-Principal, or Assistant Principal who was observed.



- f. The Principal, Vice-Principal, or Assistant Principal shall submit his or her written observation(s) of the evaluation within ten Principal, Vice-Principal, or Assistant Principal working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.
  - 5. Each tenured Principal, Vice-Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each non-tenured Principal, Vice-Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(1) for Principals, Vice-Principals, and Assistant Principals who are on a corrective action plan.
- M. Principal Practice Instrument – N.J.A.C. 6A:10-6.3
- 1. The principal practice instrument approved by the Department shall meet the following criteria:
    - a. Incorporate domains of practice and/or performance criteria that align to the 2008 ISLLC Professional Standards for School Leaders developed by the Interstate School Leadership Licensure Consortium incorporated herein by reference, available at:  
  
[http://www.ccsso.org/documents/2008/educational\\_leadership\\_policy\\_standards\\_2008.pdf](http://www.ccsso.org/documents/2008/educational_leadership_policy_standards_2008.pdf)
    - b. Include scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion for the four categories: ineffective, partially effective, effective, and highly effective;
    - c. Be based on multiple sources of evidence collected throughout the year;
    - d. Incorporate an assessment of the Principal's leadership for implementing a rigorous curriculum and assessments aligned to the Core Curriculum Content Standards;

- e. Incorporate an assessment of the Principal's leadership for high-quality instruction;
  - f. Include an assessment of the Principal's performance in evaluating teachers; and
  - g. Include an assessment of the Principal's support for teacher's professional growth.
2. For Commissioner approval of a principal practice instrument in 2015 or any year thereafter, the instrument shall include a process to assess competency on the evaluation instrument which the school district may choose to use as a measure of competency.

**Board Approval: January 27, 2014**