

*Promoting Common Language:  
Key Terms and Concepts*

**Teacher Evaluation Guidebook**

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## ***Key Terms and Concepts***

1. "Announced observation" means an observation in which the person conducting an evaluation for the purpose of evaluation will notify the teaching staff member of the date and the class period that the observation will be conducted.
2. "Annual performance report" means a written appraisal of the teaching staff member's performance prepared by the teaching staff member's designated supervisor based on the evaluation rubric for his or her position.
3. "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 teaching staff member's evaluation rubric. The four summative performance categories are highly effective, effective, partially effective, and ineffective.
4. Corrective Action Plan (CAP) Any teaching staff member who is rated Ineffective or Partially Effective on their evaluation receive additional support through a Corrective Action Plan (CAP).
5. "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.
6. "Co-observation" means two or more supervisors who are trained on the practice instrument who observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of training.
7. "Co-observers" shall use the co-observation to promote accuracy in scoring, and to continually train themselves on the instrument. ii. A co-observation shall count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4;

8. "Designated supervisor" means the supervisor designated by the chief school administrator or his or her designee as the teaching staff member's supervisor.
9. "District Evaluation Advisory Committee" means a group created to oversee and guide the planning and implementation of the district board of education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.
10. "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.
11. "Evaluation rubric" means a set of criteria, measures, and processes used to evaluate all teaching staff members 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.
12. "Long observation" means an observation for the purpose of evaluation that is conducted for a minimum duration of 40 minutes or one class period, whichever is shorter.
13. Mentoring During their first year of teaching, all novice teachers are paired with an experienced teacher to serve as a mentor. Mentors are expected to observe the novice teacher and share feedback, model strong practice, and provide confidential support and guidance. During this first year of mentoring, novice teachers receive an evaluation, but evaluation results are not linked to tenure decisions. To the greatest extent possible, mentoring activities should be developed in consultation with the School Improvement Panel. Such activities should be responsive to the unique needs of different teachers in different instructional settings as identified by evaluation structures.
14. "Multiple measures" The teacher evaluation framework is based on multiple measures of performance and student growth. It is important that the holistic evaluation rating consider multiple factors across time. Accordingly, there are multiple measures within teacher

performance and student growth, within and across years. The student growth measures may include data from multiple assessments and subjects.

15. "Observation" means a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating N.J.A.C. 6A:9-1.1.
  
16. Ongoing Professional Development (PD) / Individual PD Plans Above and beyond the targeted feedback received through the new evaluation system, all teaching staff members receive ongoing professional development (PD) and an individual PD plan to support student achievement. Like mentoring, PD activities should, where possible, be developed in consultation with the ScIP to ensure that the results of evaluation inform instructional development.
  
17. "Praise feedback" means a statement about the observed process or performance of the staff member or the artifact of evidence for the professional standard. It is stated in a manner to support the continued process or strategy.
  
18. "Post-observation conference" means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teaching staff member for the purpose of evaluation to discuss the data collected in the observation.
  
19. "Polish feedback" means a statement about the observed performance, process, or strategy of the staff member or the artifact of evidence for the performance standard. It is stated in a manner for professional improvement and refinement.
  
20. *Rating*: the designation assigned to the practice observed in each standard, based on evidence (Progressing I=2; Progressing II= 3, etc.)
  
21. *Raw Score*: the single digit number that represents the teacher practice on a scale of 1-4

22. "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.
23. *Sum*: the total of the averaged and weighted ratings in the seven standards
24. "Short observation" means an observation for the purpose of evaluation that is conducted for at least 20 minutes.
25. "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.
26. "Student growth objective" means an academic goal that teachers and evaluators set for groups of students.
27. "Student growth percentile" means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student's test scores have changed relative to other students Statewide with similar scores in previous years.
28. *Summative Rating*: conversion of the Sum of the Weighted Scores, based on the NJDOE Summative Rating Scale: "Ineffective", "Partially Effective", "Effective", or "Highly Effective"
29. "Supervisor" means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, principal, or supervisor endorsement as described in N.J.A.C. 6A:9B-11.
30. "Teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the State Board of Examiners and is assigned a class roster of students for at least one particular course.

31. "Teacher evaluation" consists of two primary components: Teacher Practice (measured primarily by classroom observations) and Student Achievement (measured by Student Growth Objectives and, for a select group of teachers, Student Growth Percentiles).
32. "Teaching staff member" 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; 2. An administrative certificate; and 3. An educational services certificate.
33. Tenure Acquisition Any teaching staff member hired (board-approved) after the August 6, 2012 signing of TEACHNJ is eligible to earn tenure after four years
34. Tenure Hearings and Arbitration Prior to enactment of TEACHNJ, teachers were rarely charged with inefficiency, and the cumbersome tenure revocation process could take years to complete (including the 90-day period granted to teachers to rectify any behavior deemed inefficient). The streamlined process is as follows:
- If any tenured teaching staff member is rated Ineffective or Partially Effective in two consecutive summative annual evaluations (see chart above), he or she will be charged with inefficiency.
  - Within 30 days of the filing, the board of education shall forward the written charges to the Commissioner, unless the board determines that the evaluation process has not been followed.
  - The employee has 15 days to submit to the Commissioner a written response to the charges and then the Commissioner has up to 10 days to refer the case to an arbitrator to determine potential loss of tenure.
  - For all charges, the hearing shall be held within 45 days of the assignment to the arbitrator. The written decision shall be held within 45 days from the start of the hearing.

- The costs of the arbitrator will be borne by the State of New Jersey.

35. Tenure Revocation The process for removing tenure for inefficiency has also been revamped under the law. For teachers, principals, APs, and VPs, inefficiency-related tenure revocation decisions are now based upon the outcome of evaluations, specifically triggered by multiple years of Ineffective and/or Partially Effective summative ratings.

36. "Unannounced observation" means an observation in which the person conducting an observation for the purpose of evaluation will not notify the teaching staff member of the date or time that the observation will be conducted.