Sample Teacher Evaluation Implementation Schedule

Month	Required State Deadlines	Observation Schedule			Student Growth Objective (SGO) Activities	Conferences
		Non-Tenured	Tenured	Walk-throughs		
2013 September	8/31: All teachers and evaluators trained on practice instrument			Non-tenured	In-service day: Introduce district guidelines, begin turnkey training. Use department/team meetings for job-alike training	
October	10/15: All principals trained on practice instrument	First round		Tenured	1) In-service day: Job-alikes continue SGO development, first drafts due to principal 2) Faculty meeting - Continued SGO work, second draft to principals	Oct- Nov: Pre-conferences and post-conferences for first observation for all teachers without tenure **Discuss progress on SGOs**
November	11/15: Final SGOs submitted to principal by teachers	First round	First round	Non-tenured	Administrators review SGOs posted by teachers electronically, approve SGOs during conference with individual teachers	1) 11/5 - 6: 15-min. SGO conference with administrator 2) Nov. - Dec: Pre- and post-conferences for first observation for all tenured teachers
December		Second round	First round	Tenured	Dec. – Jan.: Track progress through faculty, team, and individual meetings	Dec. – Jan.: Post-conferences for second observation for non-tenured teachers; discuss progress on SGOs
2014 January	By end of first semester: At least one observation	Second round	Second round	Non-tenured		Jan – Feb: Post-conferences for second observation for all tenured teachers Discuss progress on SGOs
February	2/15: SGO revisions with CSA approval	Third round	Second round	Tenured	Teachers request approval to make adjustments to SGO scoring plan for exceptional circumstances	
March		Third round	Third round	Non-tenured	Late March: SGO results collected by administrators for non-tenured teachers	Late March – April: Pre-conferences* and post-conferences for third observation for all non-tenured teachers; **combine with annual conference and discuss SGOs and PDPs for 2014-15**
April	4/30: Observations of non-tenured teachers complete		Third round	Tenured	SGO results collected by administrators for tenured teachers	April – May: Final post-conference for tenured teachers; combine with annual conference and discuss SGOs and PDPs for 2014-15
May	5/15: Notification of rehire for non-tenured teachers			Non-tenured	Job-alike meetings held to discuss SGO assessments for 2014-15	
June	By end of school year: Annual conference for all teachers					
July/ August					Plans developed by DEAC for SGO training, approval process and collection system; communications material for SY13-14 developed	

*At least one observation must be unannounced and at least one must be announced and preceded by a pre-conference. The superintendent must determine whether the third observation will be announced or unannounced. If announced, there should be a pre-conference.

*This sample schedule is based on materials shared by several New Jersey districts and is provided as an example of how to integrate each component of teacher evaluation in SY13-14. All districts must follow State-mandated deadlines shown in the table; however, **use of this schedule is not mandatory**. See the following sections of regulatory code for more details on required activities and deadlines: DEAC (NJAC 6A:10-2.3); ScIP (NJAC 6A:10-3); Teacher Observations/Conferences (NJAC 6A:10-4.4); SGOs (NJAC 6A:10-4.2e); Training (NJAC 6A:10-2.2(b)).*

Sample Teacher Evaluation Implementation Schedule

Month	Required State Deadlines	DEAC Activities	ScIP Activities	Training
September	8/31: All teachers and evaluators trained on practice instrument	1) Create district-wide SGO **assessment inventory** 2) Facilitate district-wide implementation of SGO training schedule 3) Check course rosters	1) Create school-wide SGO assessment inventory 2) Finalize observation schedule 3) Ensure all new teachers receive evaluation training 4) Ensure all new teachers assigned appropriate mentor	1) **Training for new staff** hired after 5/1 in evaluation rubric/practice instrument 2) **Teacher SGO training** in district group then school based groups; **Administrator-specific SGO training**
October	10/15: All principals trained on practice instrument	1) Monitor SGO training - ensure consistent message and support structures 2) Finalize course rosters	**EACH MONTH – ensure observations are on schedule, ensure new teachers are trained and have a mentor** 1) Identify obstacles to setting SGOs and provide solutions 2) Monitor and support mentoring and make adjustments as needed	1) Continued **SGO training** for teachers and administrators 2) Follow-up training for staff in **observation instrument**
November	11/15: Final SGOs submitted to principal by teachers	1) Facilitate process for SGO collection, evaluation, approval by administrators 2) Analyze first round of observation reports and provide guidance for supplemental training and **immediate** professional development	**Collect the following information and distribute to appropriate groups for PD purposes:** 1) First round of aggregated teacher observation data 2) Quality of feedback provided to teachers 3) "Lessons learned" from first round of co-observations 4) First-year and non-tenured teacher support needs (administer survey)	
December		1) SGO monitoring - tracking progress 2) Assess immediate district PD needs to address trends, gaps, and patterns that result from first round of observations		
January	End of first semester: At least one observation	Suggest district-wide modifications to mentoring system based on feedback from schools	1) **Review mentoring program** and suggest approaches for strengthening supports for new teachers 2) **Review Corrective Action Plan** (CAP) implementation	
February	2/15: SGO revisions with CSA approval, mid-year conference with teachers on CAP	1) Monitor number and type of SGO revisions 2) Analyze second round of observation reports and provide guidance for supplemental training and **immediate professional development**	Collect information from second round of aggregated teacher observation data, feedback quality and co-observation lessons and distribute to appropriate groups for PD purposes	1) **Evaluation instrument** and SGO follow-up training as needed during faculty meetings and PD days throughout year 2) **Calibration training** for administrators conducting observations as needed 3) **Training for new staff** as needed
March		Analyze school-based reports on observation data and suggested PD goals. Synthesize into a **district-wide PD plan for 2014-15**	Review all aggregated observation data to determine general strengths and weaknesses in teacher practice. Identify appropriate **PD goals for 2014-15**	
April	4/30: Observations of non-tenured teachers complete	Review school data on evaluation process and provide guidance on ways to improve; Review aggregate SGO results to determine training and communication needs for SY14-15	1) Review successes and challenges in evaluation and mentoring and report findings to DEAC 2) **Analyze SGO results** and audit random sample for quality of SGOs, assessments, and attainment	
May	5/15: Notification of rehire for non-tenured teachers			
June	By end of school: Summary conferences	1) Suggest modifications to SGO communication, training, approval, and collection system; update SGO assessment inventory 2) Review and modify SY14-15 school and district PD and mentoring plans 3) Provide training for administrators/new staff	3) Modify school induction, evaluation, and mentoring plans for first year teachers	
July/ August			Develop observation schedule for SY14-15	Training in evaluation rubric, observation instrument, and SGOs completed for evaluators/new staff

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