



2019-2020 SY

OBSERVATION/EVALUATION TIMELINE

Certificated Staff Members

A *teaching staff member* is defined as any salaried employee who is required (for his/her position) to hold a certificate issued by the State Board of Examiners of the New Jersey Department of Education except for the Superintendent. (Reference is Title 6 of the NJ Administrative Code.)

All **original** documents must be submitted to the Human Resources Department by designated date(s.)

September 1 Mentors must be selected for teachers hired with a Certificate of Eligibility (CE) or Advanced Standing Certificate of Eligibility (CEAS) or within fifteen days of hire if hired after September 1st.

September 13th CAPs must be completed for staff with Partially Effective or Ineffective rating on the SY 2018-2019 Summative Evaluation.

September 13th PDPs must be completed for all tenured and non-tenured staff (**CAPs for struggling teachers is their PDP.**) PDPs must be developed no later than 30 days after an employee's start date if hired after September 1st. CAPs are to be submitted to Dr. Fitzhugh and copy submitted to the HR Department. CAPs must also be uploaded into MLPOASYS.

October 31st All New teachers in SY 2019-20 and teachers on a CAP must be observed prior to October 31st.

October 31st SGOs must be completed and uploaded into MLPOASYS for all tenured and non-tenured certified staff. *This date cannot be extended as per AchieveNJ.*

December 4th Prior to December 4th, all **non-tenured staff** will have **at least one observation** completed.

December 6 **Deadline for mSGP Upload. All sheets for inactive staff must be returned to the HR Department.** *If the date changes you will be properly notified*

January 15 **Mid-year CAP** reviews must be completed and submitted to Dr. Fitzhugh and **tenured teachers must have one observation by this date.**

January 24th **Observation II for Non-Tenured Staff must be completed.**

February 5th SGOs benchmark progress review and revisions are due by February 5th; unless someone is given an earlier than nine-week SGO.

April 13th **Observation III for Non-Tenured Staff must be completed.**

April 17th Final SGOs must be complete **for non-tenured teachers.**

April 17 – 29 (window) **Observation IV [CAP holders]**
Others - Begin to wrap up all observations - post conference(s) and evaluation summary. Signed off for non-tenured and non-instructional staff.

May 1-6	Face-to-face meetings to be held with the Superintendent of Schools and Human Resources Talent Officer on recommendations for non-renewals and denial of increment.
May 8	Human Resources Talent Officer meets with non-tenured staff recommended for non-Renewal.
May 12	Recommend Board action to renew non-tenured staff teachers, administrators, aides and/or clerical staff.
May 12	Superintendent informs Board of non-renewals and recommends increment withholdings.
May 19	Board Donaldson Hearings commences.
May 25	Final SGOs must be completed <i>for all tenured teachers.</i>
June 12	Deadline for completion and submission of observations and signed off annual evaluations of <u>all tenured certificated staff and non-certificated staff (clerical, paras and security.)</u>

BE ADVISED THAT ALL OBSERVATIONS MUST BE KEPT TO A MINIMUM OF THREE (3) WEEKS APART

REMINDERS

1. Observations **must** be a minimum of **45 minutes**.
2. The required number of observations for a tenured instructional staff member is two (2).
3. The number of observations for a non-tenured instructional staff member is 3.
4. A Teacher on a CAP must have an additional observation and multiple observers, as well as, the mid-year summative; non-tenured teacher w/CAP needs 4 observations total and a tenured teacher w/CAP needs 3 observations total. **(Observations conducted before the implementation of a CAP will not count.)**
5. If you know a teacher will be taking an extended leave of absence, you must ensure that all observations have been completed and SGOs completed prior to departure.
 - **Non-instructional tenured staff members** (*Child Study Team, Occupational Therapists, SAC, Speech, Structured Learning Coordinator, Transitional Coordinator, School Counselors, School Social Workers and Nurses) **must have 2 observations.**
 - **Non-instructional non-tenured staff members*** **must have 3 observations.**

EVALUATION OBSERVATION FLOW CHART

NON-TENURED CERTIFICATED STAFF

Year	Type of Observation	Duration
YEARS 1 AND 2	2 ANNOUNCED 1 UNANNOUNCED	MINIMUM OF 1 PERIOD (Not a Block) 45 MINUTES
YEARS 3 AND 4	1 ANNOUNCED 2 UNANNOUNCED	MINIMUM OF 1 PERIOD (Not a Block) 45 MINUTES

ALL CAP HOLDERS MUST have one (1) additional Unannounced Observation.

TENURED CERTIFICATED STAFF

Year	Type of Observation	Duration
Annually	1 ANNOUNCED 1 UNANNOUNCED	MINIMUM OF 1 PERIOD (Not a Block) 45 MINUTES

ALL CAP HOLDERS MUST have one (1) additional Unannounced Observation.