

# YOUR EVALUATION; YOUR JOB

## CHECKLIST OF YOUR RESPONSIBILITIES

### DID YOU?

- Maintain copies of your roll book (grades and attendance), kept a daily log and saved important communications done through email?
  - Use a self-observation form immediately following an observation/walkthrough?
  - Contact your Association if you received a Corrective Action Plan (CAP)?
  - Have an annual evaluation?
  - Have a summary conference?
- Did you discuss the following?
- Your performance based upon your job description, scores or evidence compiled using the teacher's evaluation rubric, including the teacher practice instrument.
  - The progress of the teacher toward meeting the objectives of the individual professional development plan or, whenever applicable, the corrective action plan;
  - Available indicators or scores of student achievement or growth such as student growth objective scores and student growth percentile scores, as applicable; and
  - The preliminary annual written performance report.
  - Your progress towards meeting the objectives of my individual professional development plan.
- Receive a copy of your annual written performance report within the appropriate time lines as per Statute?

**If anything is not up to code as per TEACHNJ regulations, CONTACT YOUR ASSOCIATION.**

**LOCAL ASSOCIATION CHECKLIST**

## **DO YOU HAVE?**

- An Evaluation Committee?
- Redacted copies of member's observations, evaluations, corrective action plans (CAP)?
- Is the Committee analyzing the information for proper procedures and specific administrative patterns?
- Have you let the district know the Association has an Evaluation Committee to monitor the process?
- Did you have meetings to train members how to advocate for themselves in the evaluation process?
- Are you coalescing with parents and community groups to gather information as to how this process is impacting children?

## **TIPS**

- 4** Provide Professional Development opportunities locally and through the County Association.
- 4** Encourage members to attend the NJEA Convention PD workshops.
- 4** Utilize the PRIDE in Public Education program and grants.
- 4** Explore the NJEA Family and Schools Together program (FAST).
- 4** Create opportunities for members to attend NJEA LEADERSHIP TRAINING.
- 4** Make use of NJEA assistance promoting your local through effective communications.
- 4** Be sure to organize voting, lobbying and government relations (GR) to ensure your voice is heard loud and clear.