



Do you know the FACTS?

A pre-conference, due to the waiver received from the state, a pre-conference can be held the same day as the observation. However, you should know about the observation at least the day before. In other words, they cannot come in at 8am and tell you they are having the pre-conference at 10am and then will observe you at 11am. They must tell you about the observation at least one day in advance.

If the pre-conference is the same day as the observation, evaluators cannot coach you and ask you to change any piece of your lesson. Rather, they should be listening to the dynamics of your classroom so the observer can better understand the classroom climate.

Evaluators can either provide you with a write up prior to or at the post observation conference, or they can provide the write up later. Either way goes! However, if you have a post conference without the write up and then after receiving the write up have questions or disagree, you can request a second post conference. Please request the second post conference via district email so you have "proof" it was requested.

If the post conference is full of praise and the write up does not reflect what was discussed, request a second post conference immediately! Also, while at the post-conference, always take notes so you can refer back to them when there is a need for a second post conference.

Each person, every time, should respond to their evaluation in the teacher comment box. Your response should be thoughtful and reflective and should not simply state, "thank you for your observation." Rather, you can state how you are going to change something in the future, reflect on what resources you will seek out, disagree with the comments in your observation by providing your own data, and highlight what you do that was not observed during the .19% of the time you were observed.

TIME IS OF THE ESSENCE...

1. You must receive your written observation no more than 15 working days following the observation.
2. A post-observation conference must occur no more than 15 working days following the observation.
3. Teacher's response must be submitted to the evaluator within 10 working days of the written evaluation/post conferences (whichever is received last).

SGO TIPS

1. If you have students that are missing your class due to pull out lessons (band, orchestra, Math Prime, TAG, etc) you should keep a record of each day they miss. This data could be used during your SGO conference to show the student should not be counted against you.
2. Review your SGO before each unit to ensure you are reaching the goals you set.
3. Review the data from your SGO by the start of January 2016. If you feel your SGO may need to be revised, send an email, via the district email, to your principal and supervisor and copy the superintendent. According to the NJAchieve law, adjustments can be made to your SGO with the Superintendent's approval.

Entering Your Observation Data in the EBEA Database

WHO.... All Certificated Staff, your input will remain anonymous

WHAT.... EBEA Evaluation Database

WHERE... www.my-ebea.org

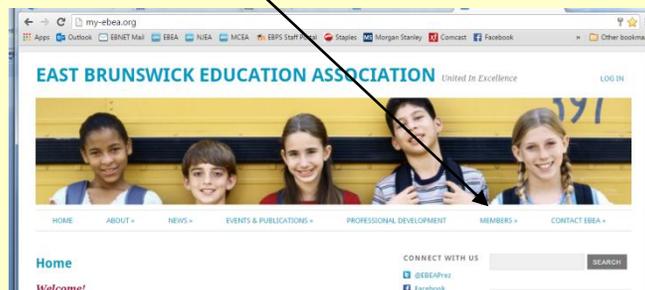
WHEN.... Each time you receive an evaluation – takes less than 5 minutes

WHY.... The EBEA will use the data to analyze trends and patterns.

HOW does this help?.... The EBEA can then advocate for our members if we notice negative scores coming from a particular administrator. Additionally, the EBEA can identify areas where workshops presented by EBEA can be useful.

First, have your observation in front of you.

1. Then visit the EBEA website at my-ebea.org
2. Login to our members only area using your NJEA PIN number and password. **
(If you never changed your password it is the last four digits of your Social Security #)
3. Go to the menu bar and click on “MEMBERS”, click on “Teacher Evaluation”.



4. Scroll down to **HELPFUL INFORMATION** and click on the line entitled “**EBEA Evaluation Database**”.

This will take you to the Danielson Evaluation Data Collection form.

Please fill out the form completely and type the comments from your observation form for each Domain.

REMEMBER, your information is being placed on a secure site and will remain confidential.

5. Please enter the information for EACH of your observations.

* ONLY data will be shared with the EBEA Teacher Evaluation Advisory Team, names will not be shared.

** If you do not have your NJEA PIN number or membership card please call the EBEA office at (732) 390-6600 for help.