

Corrective Action Plan Procedures for 2015-16

Specialized Support through Individual PD Plans and Corrective Action Plans

AchieveNJ provides critical sources of educator practice and student learning data to inform PD planning at the individual, school and district levels. Each educator has ongoing opportunities to engage in professional learning as guided by an **individual professional development plan (PDP)**. Teachers and school leaders should use their evaluation data to prioritize areas for improvement as they develop their plans in consultation with their supervisors.

For teachers who are rated Ineffective or Partially Effective on the annual summative evaluation, a Corrective Action Plan (**CAP**) **will replace the PDP**. To implement the CAP, teachers must work with their supervisors to create a plan for support focused on meeting the needs for improvement identified through the evaluation. The CAP must include:

- Specific goals for improvement;
- Timelines for meeting those goals; and,
- Responsibilities of both educator and supervisor in implementing the plan.

In addition, implementation of the CAP requires:

- An additional observation;
- Multiple observers;
- Check-ins on progress toward goals at each post-observation conference; and,
- A mid-year evaluation conference.

Most teachers received their summative ratings at the end of the 2014-15 school year and, if indicated, were placed on a CAP at the beginning of the 2015-16 school year.

Corrective Action Plans for Educators Qualifying for 2014-15 mSGP Scores

For approximately 20% of teachers and 60% of principals, mSGP scores and summative ratings for the 2014-15 evaluation cycle will be available in spring 2016 and accessed by districts through the Evaluation Score Certification Tool. This timeline is a result of the careful approach the Department has taken to transition from NJ ASK to PARCC; we expect this delay to be significantly abbreviated in subsequent years.

Many districts have appropriately been providing extra support to those educators who qualify for mSGPs, but whose 2014-15 evaluation component scores for observations, Student Growth Objectives, etc. may have been lower than expected. However, within 15 working days of the receipt of summative ratings, districts must modify the PDPs of educators who were rated Ineffective or Partially Effective to meet the requirements of a CAP for the remainder of the 2015-16 school year.

Duration of Corrective Action Plans for the 2015-16 Evaluation Cycle

A CAP stays in place until the educator receives his or her **next summative rating**. The date of receipt of this summative rating will depend on whether the teacher qualifies for an mSGP score in the 2015-16 school year and could follow scenario A or B below:

A. Educator qualifies for mSGP score in 2015-16

- ✓ CAP remains in place until 2015-16 mSGP scores are made available to districts by the Department, at some point during the 16-17 school year.

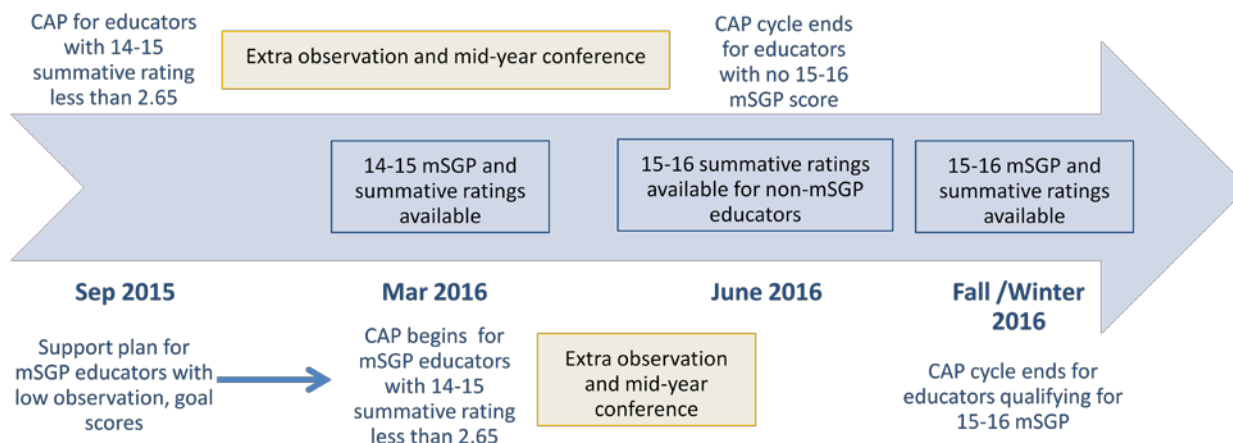
B. Educator does NOT qualify for mSGP score in 2015-16

- ✓ CAP remains in place until next summative rating before the **end of the 15-16 school year**.

Recommendation

For both scenarios above, the Department recommends that districts conduct an additional observation and an extra evaluation conference **before the end of the 2015-16 school year**. For those educators who are expected to receive the mSGP score for 2015-16, districts should continue providing necessary support into the 2016-17 school year.

A graphic of the timeline for CAP development and duration is shown below.



For more information about individual PDPs, CAPs, and the role of educators in PD planning at all levels, please visit the [Office of Professional Development Website](#). In particular, note the [Optional PDP template and sample](#) and [Optional CAP template and sample](#).

For More Information

- Contact your School Improvement Panel and District Evaluation Advisory Committee, which include educators.
- Visit the Office of Professional Development website at <http://www.nj.gov/education/profdev/>.
- Visit the AchieveNJ website at www.nj.gov/education/AchieveNJ.
- E-mail educatorevaluation@doe.state.nj.us, or call the AchieveNJ Help Line at 609-777-3788.
- E-mail TeachPD@doe.state.nj.us for information on PD requirements.