

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.