



Annalesa Williams-Barker, Ed.D.
Executive Director
abarker@paterson.k12.nj.us

Laurie Newell, Ph.D.
Superintendent of Schools

Memorandum

To: Deputy Superintendent, Assistant Superintendents, Chiefs, Executive Directors, Directors, Principals, Vice Principals, Supervisors, and PPS Certificated Employee

Cc: Dr. Laurie Newell, Superintendent of Schools

From: Ms. Annalesa Williams-Barker

Re: Timelines for Observations/Evaluations 2024-2025 School Year

Date: July 1, 2024

Observations consist of at least 30 minutes

October 1st will be used as a cutoff date to determine if a teacher will be observed using Year 1-4 guidelines

October 29th Corrective Action Plans/Improvement Plans are completed; Student/Program Growth Objectives/Administrator/Cabinet Goals

February 15th will be used as a cutoff date for making final adjustments to Student/Program Growth Objectives/Administrator/Cabinet Goals

Instructional and Support Staff

Non-Tenured Staff (Multiple Observers Required)	Round One (Due by Nov. 4 th)	Round Two (Due by Jan. 17 th)	Round Three (Due by March 14 th)	Summative Conference (Due by April 11 th)
Observations consist of at least 30 minutes				
All Teachers, Librarians, Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, Guidance Counselors, Itinerant Teacher, PE Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Leave Replacement, Permanent Substitutes, Reading Specialists, SEL	Standards 1,3, and 5	Standards 1, 2, 3, and 4	Standards 4, 5, 6, and 7	Required for "Rated Year"
Teacher Mentor of Climate & Culture	Standards 1 and 2	Standards 3 and 4	Standards 5	Required for "Rated Year"
Teacher Mentor of Data	Standard 1	Standards 2 and 3	Standard 4	Required for "Rated Year"
Teacher Coordinator, In-School Suspension Teacher	Standards 1 and 2	Standards 3 and 4	Standards 5 and 6	Required for "Rated Year"
Instructional Mentor	Standards 1 and 2	Standards 3	Standards 4	Required for "Rated Year"

Tenured Staff (Multiple Observers "Highly Recommended")	Round One (Due by Nov. 15 th)	Round Two (Due by March 14 th)	Summative Conference (Due by April 11 th)
Observations consist of at least 30 minutes			
All Teachers	Standards 1, 2, 3, 4 and 5	Standards 1, 2, 3, 4, 5, 6, and 7	Required for "Rated Year"
Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, Guidance Counselors, Itinerant Teacher, Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Librarians, Reading Specialists, SEL,	-NA-	Standards 1, 2, 3, 4, 5, 6, and 7	Required for "Rated Year"
Teacher Mentor of Climate & Culture	-NA-	Standards 1, 2, 3, 4 and 5	Required for "Rated Year"
Teacher Mentor of Data, Instructional Mentor	-NA-	Standards 1, 2, 3, and 4	Required for "Rated Year"
Teacher Coordinator, In-School Suspension Teacher	-NA-	Standards 1, 2, 3, 4, 5 and 6	Required for "Rated Year"



Annalesa Williams-Barker, Ed.D.
 Executive Director
 abarker@paterson.k12.nj.us

Administrative Staff

Non-Tenured Staff (3 observations)	Round One (Due by Nov. 15 th)	Round Two (Due by Jan. 17 th)	Round Three (Due by March 14 th)	Summative Conference (Due by April 11 th)
Principals Vice/Assistant Principals	Standards B: 1, 2, 3 C: 1, 2 Standards: A1, D1, D2 (Class and school schedule), D3 (Climate)	Standards B: 1, 2, 3 C: 1, 2, 3 Standards: A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards B:1, 2, 3 C: 1, 2, 3 Standards: E1, E2, A3, A4, D3 (Climate), E3	Required for "Rated Year".
Tenured Staff (2 observations)	Round One (Due by Nov. 15 th)	Round Two (Due by March 14 th)	Summative Conference (Due by April 11 th)	
Principals Vice/Assistant Principals	Standards: A1, B:1, 2, 3 C: 1, 2, 3 D1, D2 (Class and school schedule), D3 (Climate) A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards: E1, E2, A3, A4, B:1, 2, 3 C: 1, 2, 3 D3 (Climate), E3	Required for "Rated Year".	

Non-Tenured Staff (3 observations)	Round One (Due by Nov. 15 th)	Round Two (Due by Jan. 17 th)	Round Three (Due by March 14 th)	Summative Conference (Due by April 11 th)
Supervisors	Standards: 1, 2,	Standards: 3, 4,	Standard: 5	Required for "Rated Year".
Tenured Staff (2 observations)	Round One (Due by Nov. 15 th)	Round Three (Due by March 14 th)	Summative Conference (Due by April 11 th)	
Supervisors	Standards: 1, 2,	Standard: 3, 4, 5	Required for "Rated Year".	

Non-Tenured Staff (3 observations)	Round One (Due by Nov. 15 th)	Round Two (Due by Jan. 17 th)	Round Three (Due by March 14 th)	Summative Conference (Due by April 11 th)
Central Office Administrators	Standards: 1 and 2	Standards: 3 and 4	Standards: 1, 2, 3, 4	Required for "Rated Year".
Tenured Staff (1 observation)	Round Three (Due by March 14 th)	Summative Conference (Due by April 11 th)		
Central Office Administrators/Staff	Standards: 1, 2, 3, 4	Required for "Rated Year".		



Annalesa Williams-Barker, Ed.D.
Executive Director
abarker@paterson.k12.nj.us

Eileen Shafer, M.Ed.
Superintendent of Schools

Instructional and Support Staff Corrective Action Plan (CAP)

Observations consist of at least 30 minutes

Non-Tenured Staff (Multiple Observers Required)	Round One (Due by Oct. 4 th)	Round Two (Due by Dec. 6 th) Mid-Year CAP Review	Round Three (Due by Jan. 17 th)	Round Four (Due by March 14 th)	Summative Conference (Due by April 11 th)
All Teachers, Librarians, Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, Guidance Counselors, Itinerant Teacher, PE Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Reading Specialists	Standards 1,3, and 5	Standards 1, 2, 3, and 4	Standards 4, 5, 6, and 7	Standards 4, 5, 6, and 7	Required for "Rated Year"
Teacher Mentor of Climate & Culture	Standards 1 and 2	Standards 3 and 4	Standards 4 and 5	Standards 2, 3 and 4	Required for "Rated Year"
Teacher Mentor of Data, Instructional Mentor	Standard 1 and 2	Standards 2 and 3	Standards 1, 2, and 4	Standards 1, 2, and 3	Required for "Rated Year"
Teacher Coordinator, In-School Suspension Teacher	Standards 1 and 2	Standards 3 and 4	Standards 5 and 6	Standards 2,3 and 4	Required for "Rated Year"

Observations consist of at least 30 minutes

Tenured Staff (Multiple Observers Required)	Round One (Due by Nov. 15 th)	Round Two (Due by Jan. 17 th) Mid-Year CAP Review	Round Three (Due by March 14 th)	Summative Conference (Due by April 11 th)
All Teachers, Librarians, Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, Guidance Counselors, Itinerant Teacher, PE Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Reading Specialists	Standards 1,3, and 5	Standards 1, 2, 3, and 4	Standards 4, 5, 6, and 7	Required for "Rated Year"
Teacher Mentor of Climate & Culture	Standards 1 and 2	Standards 3 and 4	Standards 2, 3, 4 and 5	Required for "Rated Year"
Teacher Mentor of Data, Instructional Mentor	Standard 1	Standards 2 and 3	Standards 1, 3, and 4	Required for "Rated Year"
Teacher Coordinator, In-School Suspension Teacher	Standards 1 and 2	Standards 3 and 4	Standards 1, 2, 4, 5 and 6	Required for "Rated Year"

Administrative Staff Corrective Action Plan (CAP)

Non-Tenured Staff (4 observations)	Round One (Due by Oct. 4 ^h)	Round Two (Due by Dec. 6 ^h) Mid-Year CAP Review	Round Three (Due by Jan. 17 ^h)	Round Four (Due by March 14 ^h)	Summative Conference (Due by April 11 ^h)
Principals	Standards B: 1, 2, 3 C: 1, 2	Standards B: 1, 2, 3 C: 1, 2, 3	Standards B:1, 2, 3 C: 1, 2, 3	Standards B:1, 2, 3 C: 1, 2, 3	Required for "Rated Year"
Vice/Assistant Principals	Standards: A1, D1, D2 (Class and school schedule), D3 (Climate)	Standards: A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards: E1, E2, A3, A4, D3 (Climate), E3	Standards: E1, E2, A3, A4, D3 (Climate), E3	



Annalesa Williams-Barker, Ed.D.
 Executive Director
 abarker@paterson.k12.nj.us

Eileen Shafer, M.Ed.
 Superintendent of Schools

Administrative Staff Corrective Action Plan (CAP)

Tenured Staff (3 observations)	Round One (Due by Nov. 15 th)	Round Two (Due by Jan. 17 th) Mid-Year CAP Review	Round Three (Due by March 14 th)	Summative Conference (Due by April 11 th)
Principals Vice/Assistant Principals	Standards: A1, C: 1, 2, 3 D1, D2 (Class and school schedule), D3 (Climate) A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards: C: 1, 2, 3 E1, E2, B:1, 2, 3 A3, A4, D3 (Climate), E3	Standards: A1, B: 1, 2, 3 D1, D2 (Class and school schedule), D3 (Climate) A2, A3, D1(Budget), D2 (Time Management), E1, E2	Required for "Rated Year"

Non-Tenured Staff (4 observations)	Round One (Due by Oct. 4 th)	Round Two (Due by Dec. 6 th) Mid-Year CAP Review	Round Three (Due by Jan. 17 th)	Round Four (Due by March 14 th)	Summative Conference (Due by April 11 th)
Supervisors	Standards: 1, 2,	Standards: 3, 4,	Standard: 3, 5	Standard: 3, 4, 5	Required for "Rated Year"

Tenured Staff (3 observations)	Round One (Due by Nov. 15 th)	Round Two (Due by Jan. 17 th) Mid-Year CAP Review	Round Three (Due by March 14 th)	Summative Conference (Due by April 11 th)
Supervisors	Standards: 1, 2,	Standard: 3, 4, 5	Standard: 3, 4, 5	Required for "Rated Year"

Non-Tenured Staff (3 observations)	Round One (Due by Oct. 4 th)	Round Two (Due by Dec. 6 th) Mid-Year CAP Review	Round Three (Due by Jan. 17 th)	Round Four (Due by March 14 th)	Summative Conference (Due by April 11 th)
Central Office Administrators	Standards: 1, 2, 3, 4	Standards: 1, 2, 3, 4	Standards: 1, 2, 3, 4	Standards: 1, 2, 3, 4	Required for "Rated Year"

Tenured Staff (2 observations)	Round One (Due by Dec. 6 th) Mid-Year CAP Review	Round Two (Due by March 14 th)	Summative Conference (Due by April 11 th)
Central Office Administrators/Staff	Standards: 1, 2, 3, 4	Standards: 1, 2, 3, 4	Required for "Rated Year"

Kindest Regards,

Annalesa Williams-Barker