

	Requirements as per Achieve NJ	Pre-Conference Meeting	Pre-Conference Documents	Post-Conference Meeting	Post-Conference Documents
Unannounced Short	All teachers are required to have at least one unannounced observation.	n/a	n/a		
Announced Short - Non-Tenured	Non-tenured year 3-4.	To be held 3-5 days prior to observation. * One Pre-Conference meeting required for tenured teachers.	-Pre-Conference Form -Printed Lesson Plan -Handouts pertaining to the lesson.	To be held within 10 days of the observation. * Completed observation must be submitted to the teacher by the observer at least 24 hours prior to the Post-Conference meeting. A Post-Conference meeting is required for all observations.	<ul style="list-style-type: none"> - Post - Observation Form - District Contribution Log - Parent Contact Log - Student Work Samples - Printed Gradebook - Assessment Data Post-Conference documents must be uploaded by teacher within 48 hours after the observation.
Announced Short - Tenured	Tenured teachers are required to have at least one announced observation (out of the three) with a Pre-Conference meeting.		Documents must be uploaded to Teachscape one day prior to the planning conference or three days prior to observation when a Pre-Conference meeting is not required. (Tenured teachers must have a minimum of one Pre- Conference during the three observations.)		
Announced Long - Non-Tenured	Non-tenure teacher's year 1-2 (two required) and 3-4 (one required).				

*As per BEA contract