

3.0 The Student Growth Objective Process

The following section of the guidebook provides step-by-step instructions that you might find helpful when setting your SGOs. You should follow these steps only to the degree that they help you meet the requirements of the law or those of your district. The **SGO Quick Start Guide** is provided below to help you understand the scope of the SGO process. The remainder of the guidebook provides technical instructions for each of the five suggested steps.

Required

- SGOs must be approved by the principal, or the principal's designee, by November 15.
- Any changes to an SGO must be completed and approved by February 15.
- The teacher's supervisor scores the SGO and the rating, if available, is discussed during the annual summary conference.

Student Growth Objective Quick Start Guide

Before beginning:

- Decide how much of the SGO process can be done collaboratively with your colleagues, e.g. developing department-wide assessment, setting similar SGOs and collecting evidence of student learning, etc.
- Review the SGO forms in the [Appendix](#) and the sample in [Figure 8](#).

Step 1: Choose or develop a quality assessment aligned to NJCCCS or CCSS.

Determine what assessments you have in place for your students now. Determine if they are appropriate for the purposes of SGOs. Check them for rigor, depth of knowledge, and standards alignment using the forms available in the [Appendix](#). Plan to improve them or create new ones if necessary.

Step 2: Determine students' starting points.

Determine what sources of information you can use to judge your students' starting points. Decide whether you need to use a pre-assessment. Decide whether grouping students by preparedness level is appropriate and useful.

Step 3: Set ambitious and achievable SGOs with the approval of the principal/ supervisor.

Consult with your evaluator to determine what combination of general and specific SGOs are appropriate for your teaching assignment. Using data collected in Step 2, set measurable goals that are ambitious and achievable. Define attainment levels for your SGOs. Complete the appropriate version of the [SGO form](#) and have your evaluator approve it.

Step 4: Track progress, refine instruction.

Frequently monitor your student's progress towards the goals you have set for them. Modify your instruction as needed.

Step 5: Review results and score in consultation with your principal/ supervisor.

Administer the post-assessment. Collect student performance data and consult with your evaluator to determine your rating. Discuss with your evaluator next steps for setting SGOs in the following year based on your results.

Getting a Head Start

Because you must develop your SGOs and have them approved by November 15, 2013,³ starting the SGO process before the beginning of next school year will be beneficial. This will give you time to identify or create assessments on which you might set objectives or gather baseline information at the beginning of the year. Figure 2 below depicts the timeframe for various parts of the SGO process.

Time Window	Component of SGO Process
April - October	Choose or develop assessments
September – October	Determine starting points
September –November	Set SGOs
November 15 (2013 only)	Deadline for having SGO approved by evaluator
October – May	Track goals and refine instruction
January – February	Mid-year check in with evaluator
May – June	Review results, evaluator scores SGO

Figure 2: Timeframe for steps of the SGO process.

³ In 2013-14, this deadline is November 15. In future years it will be October 15.