June 28, 2016

TO: Chief School Administrators
Charter School Lead Persons
Renaissance School Project Lead Persons
Nonpublic School Lead Persons

FROM: Kristen Brown, Chief Talent Officer
Division of Talent and Performance

SUBJECT: Revised Statement of Assurance Requirement for District Professional Development and Mentoring Plans

Regulations governing district-level plans for professional development have been revised to include a new requirement for a Statement of Assurance (SOA) from each Chief School Administrator, Charter School Lead Person and Renaissance School Project Lead Person, or designee, to certify that the school district is meeting its requirements for the district-level professional development plan (PDP) (N.J.A.C. 6A:9C-4.2, effective December 7, 2015). This requirement is an affirmation of the responsibility of district leadership to oversee the planning and implementation of a professional development environment to support the learning needs of staff in service to positive student learning outcomes.

To align new teacher support with district-wide professional development planning and to reduce the number of forms that districts must submit, we have created a single SOA form through which districts can attest to the requirements for both the district-level PDP and the district-level mentoring plan. Districts will submit the SOA annually to the appropriate county education office. The deadline for the submission of the revised SOA for this year is September 1, 2016.

Charter school specifics: Charter schools are required to follow the state’s professional development and mentoring regulations. However, the few charter schools that exclusively hire novice teachers serving under the Charter School Certificate of Eligibility do not have to submit section two of the SOA covering mentoring plan requirements.

Nonpublic school specifics: Nonpublic schools that require New Jersey certification for their teachers are not required to submit section one, the PDP section, of the SOA. They will submit only section two of the SOA covering mentoring plan requirements. Nonpublic schools will submit their SOA directly to the Office of Certification and Induction, Provisional Teaching Process. The full instructions for nonpublic submissions are found on the SOA form.

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The Department has provided more information on the SOA requirements along with the SOA forms online.

Please address any questions about the SOA requirement to TEACHPD@doe.state.nj.us.

KB/CP/RH/062816 Revised Statement of Assurance Requirement for District Professional Development and Mentoring Plans memo.docx
c: Members, State Board of Education
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