edConnectNJ
SCOPE OF WORK

The _____ Public Schools will complete this Scope of Work as an assurance that they are best preparing their district for successful implementation of the edConnectNJ IIS. Each bullet point below outlines key objectives that will position the LEA for success with the edConnectNJ program.

- The participating LEA will implement each element of the edConnectNJ as it is made available by the New Jersey Department of Education based on your described plan below.

- The participating LEA will engage and complete the necessary steps to support and implement the use of the Classroom, Assessment, and Data and District Reporting module of edConnectNJ. Support may include, but is not limited to a central district implementation team, professional development focused on system basics (log-in, create an assessments, post a lesson plane, etc) and the application (how to use standards based reporting to inform instruction how to group students effectively for differentiated instruction, etc), technical assistance and other costs associated with the effective implementation of the modules.

- The participating LEA agrees that by the end of the no-cost two year period it will have used the edConnectNJ to post and review lesson plans, create and disseminate assessments, and use dashboard reporting mechanisms at all levels to inform practice in the classroom, school, and district.

In addition to these assurances, the participating school district agrees to develop an action plan including sustainability plans for complying with the performance measures outlined below. This action plan will specifically describe the strategies the participating school district will use to ensure each performance measure is met.

The action plan may include a variety of activities that will support the goals of the edConnectNJ IIS. In most cases, those activities will include:
- Creating a team structure to ensure successful implementation
- Professional development series focused on use and application of the platform for your educators
- Creating work plans for educators to use the tool
- Developing processes to streamline use of all three modules in the schools and classrooms
- Designing accountability measures to track use and fidelity of key components and progress of edConnectNJ in your district
- Creating feedback loops for educators to express their use of the tool and how it can be improved

The action plan example below should provide a template for the kinds of activities that should make up the action plan.
Local District Scopes of Work are required to be submitted.

Classroom Module (lesson plan and resource management) - Performance Measures	End of SY 2015-2016	End of SY 2016-2017 (district subscribed)	End of SY 2017-2018 (district subscribed)
Percentage of teachers who create and publish all lessons	50%	75%	100%
Percentage of principals who review and approve/reject lesson plans	50%	75%	100%
Percentage of educators who have grouped students based on assessments for differentiated instruction	20%	30%	50%
Percentage of educators (teachers and principals) that have used data reports to inform their practice (lesson planning)	50%	70%	100%

Classrooms Module - Action Plan (example)

Goal	Strategy	Key Personnel	Timeline	Object level budget with narrative	Sustainability Plan
Provide support for educators and administrators through multiple avenues to ensure that educators and administrators are prepared to post and review lesson plans with high quality materials so all parties will better understand, practice data to inform lesson plan construction with CCSS/NJCCCS alignment, rigor and assessments.	1. Provide professional learning experiences for teachers on the creation and publication of lesson plans in edConnectNJ (using materials presented on the site) 2. Identify coaches to provide on-going technical assistance on the creation of lesson plans in edConnectNJ 3. Create district wide procedure for posting lessons with review process from administrators 4. Devise an evaluation method to monitor implementation of the lesson plan procedures and impact they have on teaching and learning	All teachers shall participate, training provided by key teacher leader (each school should designate at least one "location controller") knowledgeable in the use of the application. School and district administrators shall establish a cadre of coaches District wide plans will be developed and posted by central staff - principals and teachers will be trained and roll out the procedure in their schools A survey will be released every three months to elicit feedback about the classrooms module.	Professional learning will begin in the fall (September and October)and will occur at group sessions and scheduled during designated professional learning days Location controllers will be on call supporting educators year round on a case by case basis (a ticket system will be developed) Surveys will be sent out each quarter to be returned within 10 business days of the start of the month – December March, June	No-cost	Evaluate the surveys to understand the challenges and improvement areas to tweak plan to better support educators. Coaching services provided on an as needed basis for new teachers and to complete the scaling of the system Continued professional development based on educator's feedback.

Assessment Module (assessment creation and dissemination) - Performance Measures	End of SY 2015-2016	End of SY 2016-2017 (district subscribed)	End of SY 2017-2018 (district subscribed)
Percentage of educators who have used the Assess Admin module to create assessments (express or personally developed)	50%	75%	95%
Percentage of educators who have used edConnectNJ to provide online testing for their students	20%	35%	50%
Percentage of educator who are satisfied or highly satisfied with the assessment module providing or guiding them to build aligned and rigorous assessments	60%	70%	85%

Assessment Admin Module - Action Plan *(District MUST complete)*

Goal	Strategy	Key Personnel	Timeline	Object level budget with narrative	Sustainability Plan
Provide support for educators and administrators through multiple avenues to ensure that educators and administrators are prepared to create and disseminate assessments to their students are satisfied or highly satisfied with the module guiding them to build more aligned rigorous assessments	**District must complete:** *Included in the action plan must be a strategy to related to monitoring and evaluating the district's success in meeting the performance measures in this section* *Please use the example as you build your strategy and subsequent columns.*	**District must complete**	**District must complete**	**District must complete**	**District must complete**

School District and Data Reporting – Performance Measures	End of SY 2014-2015	End of SY 2015-2016	End of SY 2016-2017 (district subscribed)
Percentage of school building administrators who have used the School & District Data module to view key performance indicators in making decisions to inform their practice	60%	75%	90%
Percentage of school building administrators who have created custom reports unique to their school	15%	25%	35%
Percentage of central staff that used reports to inform policy decisions district wide (professional development courses, attendance protocol at specific schools, instructional design, etc.)	60%	75%	90%

School District and Data Reporting Module – Action Plan *(District MUST complete)*

Goal	Strategy	Key Personnel	Timeline	Object level budget with narrative	Sustainability Plan
Provide support for educators and administrators through multiple avenues to ensure that educators and administrators are prepared to create and analyze reports to inform resource allocation, educator PLCs, and monitor student achievements.	**District must complete:** *Included in the action plan must be a strategy to related to monitoring and evaluating the district's success in meeting the performance measures in this section* *Please use the example as you build your strategy and subsequent columns.*	**District must complete**	**District must complete**	**District must complete**	**District must complete**

General - Performance Measures	End of SY 2015-2016	End of SY 2016-2017 (district subscribed)	End of SY 2017-2018 (district subscribed)
The percentage of educators who participated in at least 4 formal on-line or face to face professional learning experiences on the use of edConnectNJ per year within your district to increase their knowledge of how to implement highly effective teaching and learning using edConnectNJ.	60%	80%	100%
Percentage of district curriculum uploaded into edConnectNJ	75%	100%	100%
Percentage of educators who have uploaded at least one resource for sharing with colleagues	15%	20%	25%

General – Action Plan *(District MUST complete)*

Goal	Strategy	Key Personnel	Timeline	Object level budget with narrative	Sustainability Plan
Provide professional development to support the implementation of edConnectNJ	**District must complete:** *Included in the action plan must be a strategy to related to monitoring and evaluating the district's success in meeting the performance measures in this section* *Please use the example as you build your strategy and subsequent columns.*	**District must complete**	**District must complete**	**District must complete**	**District must complete**
Provide resource materials for educators within edConnectNJ and encourage educators to post their materials for sharing within the district and state.	**District must complete:** *Included in the action plan must be a strategy to related to monitoring and evaluating the district's success in meeting the performance measures in this section* *Please use the example as you build your strategy and subsequent columns.*	**District must complete**	**District must complete**	**District must complete**	**District must complete**

For the _____ Public Schools, I will ensure that the following strategies will be implemented to provide my district with the best possible plan for successful implementation of edConnectNJ.

_____
Superintendent/Date

If there are any questions about this form or for general inquiries please email edConnectNJ@doe.state.nj.us

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Classrooms Module - Action Plan

Goal	Strategy	Key Personnel	Timeline	Object level budget with narrative	Sustainability Plan

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Assessment Admin Module - Action Plan *(District MUST complete)*

Goal	Strategy	Key Personnel	Timeline	Object level budget with narrative	Sustainability Plan

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School District and Data Reporting Module – Action Plan *(District MUST complete)*

Goal	Strategy	Key Personnel	Timeline	Object level budget	Sustainability Plan

				with narrative	

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General – Action Plan *(District MUST complete)*

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