

# POLICY

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edTPA Guidelines for District Employees

## 9541.01 edTPA Guidelines for District Employees

District employees pursuing certification through an alternate route may be required to fulfill all requirements of edTPA.

edTPA is a performance-based, subject-specific assessment and support system used by teacher preparation programs through the United States to emphasize, measure and support the skills and knowledge that all teachers need in the classroom. Teacher candidates are required to submit unedited video recordings of themselves at work in a real classroom as part of a portfolio that is scored by a third party.

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording of any staff or student for any purpose without the consent of the student, the student's parents and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recording can be disruptive to the educational program. Therefore, the Board of Education adopts this Policy regarding staff member use of electronic recording devices. For the purpose of this Policy, a staff member will be defined as a certificated teacher or administrator, employed by the district that are required, during their second year of the Provisional Teacher Program to capture and submit a video in order for their standard certificate to be issued by the New Jersey Department of Education.

“Electronic communication and recording devices (ECRD)” includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDSs), two-way radios, portable fax machines, video broadcasting devices, and any device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other visual information.

Parents of students and adults to be videotaped in the class must receive a notification and permission form from the building Principal prior to the video being produced.

A staff member shall secure permission from parents/guardians for students and from adults who appear in the video recording to use an ECRD to fulfill their edTPA requirement and obtain their standard certification from the New Jersey



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Department of Education (NJDOE). The staff member must have been issued a Certificate of Eligibility from the NJDOE and be in their second year of a tenure track position to make a request to fulfill the edTPA requirement.

The Board understands that the video will then be submitted through the edTPA system to be evaluated by an external group. Once the video has been submitted to the edTPA system, their privacy and security policies and procedures will be in place regarding future use of the video content.

The Board will not provide payment or reimbursement for any fees associated with the edTPA program.

Adopted:

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