



NJTLC Admissions and Selection Process - APPLICANT SELECTION RUBRIC

Copyright: 2020 NJTLC/NJEXCEL Developed by Dr. Eloise M. Forster, Foundation for Educational Administration (FEA)/NJEXCEL Duplication of this document in any form requires FEA approval.

Applicant's Name:	Cohort:	Interviewer/Reviewer's Name:	Date:

Rating Scale: 1 = Does NOT MEET criteria 2 = MEETS required criteria 3 = EXCEEDS criteria 4 = SIGNIFICANTLY EXCEEDS criteria

DIMENSIONS	1	2	3	4	COMMENTS	RATING
A. Interview: Verbal Communication and Personal Demeanor	1. Unclear responses to many interview questions	1. Articulate and clear responses to most interview questions	1. Articulate and clear responses to all interview questions	1. Extremely articulate and clear responses to all interview questions		
	2. Insufficient responses to most questions	2. Sufficiently responds to most questions	2. Responds fully and effectively to all questions	2. Responds fully and effectively to all questions and provides additional relevant information		
	3. Does not appear comfortable, at ease, & personable	3. Appears generally comfortable, at ease, & personable	3. Comfortable, at ease, and personable	3. Extremely comfortable, at ease, & personable		
	4. Poor interpersonal skills and interactions	4. Average interpersonal skills and interactions	4. Strong interpersonal skills and interactions	4. Exceptional interpersonal skills and interactions		
	5. Shows little enthusiasm & energy	5. Shows enthusiasm & energy	5. Shows great enthusiasm & energy	5. Extremely enthusiastic, energetic		
B. DEGREE(S) verified through official transcript from regionally accredited institution	Does NOT hold BA/BS Degree - Ineligible	BA/BS Degree in appropriate field	BA/BS Degree + Advanced Grad. Credits in appropriate field/s	BA/BS Degree, MA Degree(s) and/or Doctorate in appropriate fields		
C. CERTIFICATION(S) verified through TCIS printout or official certificate	Does NOT hold NJ STANDARD Instructional Certificate - Ineligible	NJ STANDARD Instructional Certificate	NJ STANDARD Instructional Certificate + 1-2 Add'l Instructional Certificates	NJ STANDARD Instructional Certificate + 1-2 Add'l Instructional and/or Admin Certs		
D. EXPERIENCE verified through District Letter(s)	Does NOT have 4 YEARS of teaching experience under a valid NJ or out-of-state certificate - Ineligible	4 YEARS of teaching experience under a valid NJ or out-of-state certificate	5-6 YEARS of teaching experience under a valid NJ or out-of-state certificate	7+ YEARS of teaching experience under a valid NJ or out-of-state certificate		

DIMENSIONS	1	2	3	4	COMMENTS	RATING
E. RECOMMENDATION verified through DISTRICT LETTER of SUPPORT	Does NOT have a DISTRICT LETTER OF SUPPORT- Ineligible	DISTRICT LETTER OF SUPPORT presented	DISTRICT LETTER OF SUPPORT with personalized contributions acknowledged and included	DISTRICT LETTER OF SUPPORT with significant personalized contributions acknowledged/artifacts included		
F. Copies of three (3) complete, official, signed annual SUMMATIVE EVALUATIONS Demonstrating Effective or Highly Effective Annual Summative Ratings in 2 of the 3 Most Recent Years Under a New Jersey Evaluation System (or Appropriate Equivalent Criteria in Another State).	Does NOT have SUMMATIVE EVALUATIONS Demonstrating Effective or Highly Effective Annual Summative Ratings in 2 of the 3 Most Recent Years Under a New Jersey Evaluation System - Ineligible	SUMMATIVE EVALUATIONS Demonstrating Effective or Highly Effective Annual Summative Ratings in 2 of the 3 Most Recent Years Under a New Jersey Evaluation System - presented	SUMMATIVE EVALUATIONS Demonstrating Highly Effective Annual Summative Ratings in 2 of the 3 Most Recent Years Under a New Jersey Evaluation System - presented	SUMMATIVE EVALUATIONS Demonstrating Highly Effective Annual Summative Ratings in the 3 Most Recent Years Under a New Jersey Evaluation System - presented		
G. RECOMMENDATION verified through PRINCIPAL Letter of RECOMMENDATION	Does NOT have a PRINCIPAL LETTER - Ineligible	PRINCIPAL LETTER presented	PRINCIPAL LETTER with personalized contributions acknowledged and included	PRINCIPAL LETTER with significant personalized contributions acknowledged/artifacts included		
H. Teacher Leadership Knowledge/Skills	1. Limited experience in teacher leadership roles	1. Some experience in teacher leadership roles	1. Significant experience in varied teacher leadership roles	1. Extensive experience in a range of teacher leadership roles		
	2. Limited teacher leadership knowledge/skills demonstrated	2. Some teacher leadership knowledge/skills demonstrated	2. Significant teacher leadership knowledge/skills demonstrated	2. Exceptional teacher leadership knowledge/skills demonstrated		
I. Instructional Knowledge/Skills	1. Limited experience in varied instructional roles	1. Some experience in varied instructional roles	1. Significant experience in varied instructional roles.	1. Extensive experience in a range of instructional roles		
	2. Limited instructional knowledge/skills demonstrated	2. Some instructional knowledge/skills demonstrated	2. Significant instructional knowledge/skills demonstrated	2. Exceptional instructional knowledge/skills demonstrated		

DIMENSIONS	1	2	3	4	COMMENTS	RATING
J. Writing Sample: Part 1 - Philosophy of Education	1. Limited understanding of key assumptions and concepts related to student/adult learning and the educational process 2. Part 1 Not Submitted	Some understanding of key assumptions and concepts related to student/adult learning and the educational process	Significant understanding of key assumptions and concepts related to student/adult learning and the educational process	Depth and breadth of understanding of key assumptions and concepts related to student/adult learning and the educational process		
J. Writing Sample: Part 2 - Vision for Effective School Leadership including Teacher Leadership	1. Limited understanding of the role of teacher leaders and effective teacher/school leadership practices in the educational process 2. Part 2 Not Submitted	Some understanding of the role of teacher leaders and effective teacher/school leadership practices in the educational process	Significant understanding of the role of teacher leaders and effective teacher/school leadership practices in the educational process	Depth and breadth of understanding of the role of teacher leaders and effective teacher/school leadership practices in the educational process		
J. Writing Sample: Part 3 - Personal and Professional Code of Ethics	1. Limited understanding of the importance of ethical decision making and behavior 2. Part 3 Not Submitted	Some understanding of the importance of ethical decision making and behavior	Sound understanding of the importance of ethical decision making and behavior	Deep understanding of the importance of ethical decision making and behavior		
K. Data Task Analysis	1. Limited understanding of the problem and its implications 2. Data Task Not Submitted	Some understanding of the problem and its implications; limited solutions presented	Significant understanding of the problem and its implications; sound and effective solutions presented	Deep understanding of the problem and its implications; innovative solutions presented		
OVERALL COMMENTS					OVERALL RATING	
					0	
					YES. Recommended for Acceptance	
					NO. Not Recommended for Acceptance	
NJTLC Coordinator Signature					Date	

