

ARTICLE 12: EVALUATION PROCEDURES

- 12.1 The evaluation process is one means by which to improve the quality of education provided to students. It is an ongoing process focused on the means by which each individual can more effectively contribute to the educational effort of the District. It is based upon an objective and fair assessment of performance and is a self-enlightening activity, which occurs in an atmosphere of mutual trust and respect. This relationship is based upon the mutual understanding of the needs of the employee and the responsibility of the evaluator to provide recognition, reinforcement, encouragement and supports of excellence.

The purpose of evaluation is to promote effective interaction with students through the recognition, reinforcement and encouragement of excellence by: supporting professional growth, enhancing communication, fostering mutual trust and respect, encouraging self evaluation, providing assistance, and accurately documenting employment decisions.

The District shall evaluate and assess employee competency as it reasonably relates to:

- 12.1.1 The progress of students toward the District standards established and, if applicable, the state adopted academic standards. (Standard 5: Standard for Assessing Student Learning)
- 12.1.2 The instructional techniques and strategies used by the employee. (Standard 1: Standard for Engaging and Supporting all Students in Learning, Standard 3: Standard for Understanding and Organizing Subject Matter for Student Learning and Standard 4: Standard for Planning Instruction and Designing Learning Experiences for a All Students)
- 12.1.3 The employee's adherence to curricular objectives. (Standard 3: Standard for Understanding and Organizing Subject Matter for Student Learning and Standard 4: Standard for Planning Instruction and Designing Learning Experiences for a All Students)
- 12.1.4 The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities. (Standard 2: Standard for Creating and Maintaining Effective Environments for Student Learning.)
- 12.1.5 The establishment of professional learning outcomes and engagement in activities to develop and enhance professional knowledge and skills. (Standard 6: Standard for Developing as a Professional Educator).

12.2 GENERAL PROCEDURES IN THE EVALUATION PROCESS:

- 12.2.1 Evaluation and assessment of the performance of each certificated employee is meant to be a continuing process. Evaluations shall be conducted at least every other year for employees in permanent status, and annually for temporary employees, probationary employees, and permanent employees who have been designated as requiring a professional growth plan.
- 12.2.2 Notwithstanding section 12.2.1 above and in accordance with A.B. 954 (Goldberg), employees who meet each of the following conditions shall be evaluated up to every five years:
1. The employee has achieved permanent status;
 2. The employee has been employed by the District continuously as a certificated employee for at least ten (10) years;
 3. The employee is “highly qualified” as defined by 20 U.S.C. section 7801;
 4. The employee was rated as meeting or exceeding standards in his or her previous evaluation;
 5. Both the employee and the evaluator consent; and
 6. Neither the employee nor the employee’s current evaluator has withdrawn consent.

NOTE: For the purpose of determining whether a bargaining unit member has been “employed by the District continuously as a certificated employee for at least ten (10) years,” a bargaining unit member shall qualify if he/she has actually worked as a certificated employee in the District fifty (50) percent or more of the number of days in the work year in each of ten (10) or more years whether or not such years are consecutive. For job sharing teachers, the percentage is fifty (50) percent of their job share agreement.

Consent or withdrawal of consent by the employee’s evaluator in accordance with subparagraphs 5 and 6 above shall not be made arbitrarily or capriciously and must have the concurrence of the employee’s principal. Upon written request made within ten (10) days of written notice to the employee of the evaluator’s refusal to consent or withdrawal of consent, the evaluator shall state in writing the reasons for such refusal or withdrawal of consent. For the purposes of subparagraph 4 above, “meeting or exceeding standards” is defined as “Continued Employment Recommended.”

- 12.2.3 Normally, the evaluator shall be the employee's immediate supervisor or designee. Other management or supervisory employees may provide supplementary evaluations when designated by the Superintendent, or designee. Bargaining unit members shall not evaluate other bargaining unit members.
- 12.2.4 The evaluation and assessment of employee competence pursuant to the Stull Act Evaluation Procedure shall not include the use of published norms established by standardized tests.

12.2.5 A memorandum of concern may be utilized at any time during the year by the evaluator when specific incidents occur which require documentation and/or administrative directives.

12.2.6 During non-Stull evaluation years, brief visits and/or observations and conferences with employees may be made as determined by the evaluator.

12.3 SPECIFIC PROCEDURES IN THE EVALUATION PROCESS:

12.3.1 Planning Conference:

12.3.1.1 The evaluator and the employee shall meet for a planning meeting or conference (individual or group) no later than October 1 to review performance criteria (Form A1 or B1) and the Continuum for Excellence (Form A2 or B2) At this conference, the employee shall sign form A1 or B1 acknowledging performance criteria by which the employee will be evaluated.

12.3.1.2 For employees hired after October 1 of the school year, the deadline for the completion of the pre-evaluation conference is two weeks after the date of hire.

12.3.2 Classroom Observations:

12.3.2.1 During the course of the evaluation cycle, the evaluator will conduct classroom observations a minimum of two (2) times with at least one scheduled observation. Such observations shall be concluded by:

February 1 for second year probationary employees who are being considered for non-reelection

April 1 for all other probationary employees

April 15 for permanent and temporary employees

12.3.2.2 Each such formal observation will generally last 20 - 30 minutes. Additional brief visits as appropriate may be conducted.

12.3.2.3 During such observations, the evaluator will use only the criteria on the Planning and Observation Form (Form A1 or B1). Upon request, any notes taken by the evaluator during the observation shall be provided to the employee.

12.3.2.4 An employee may select a monitor, who shall be a member of the bargaining unit, to conduct an observation with the evaluator. If a

monitor is used, any observation should be discussed with the employee and, with the employee's consent, the monitor. The District shall provide release time for the monitor to perform such duties.

EVALUATION TIMELINES:

12.4.1. A calendar identifying the procedures for the implementation of the evaluation process follows:

12.4.1.1 By October 1: The evaluator and the employee shall meet for a pre-evaluation meeting or conference (individual or group) and complete Form A1 or B1.

12.4.1.2 By February 1: Classroom observations shall be concluded for second year probationary employees who are being considered for non-reelection.

12.4.1.3 By February 15: The Summary Evaluation (Form C) shall be received by second year probationary employees not recommended for employment the following year.

12.4.1.4 By April 1: Classroom observations shall be concluded for all other probationary employees not covered by section 12.4.1.2 above.

12.4.1.5 By April 15: The Summary Evaluation (Form C) shall be received by first year probationary employees not recommended for employment the following year.

12.4.1.6 By April 15: Classroom observations shall be concluded for permanent and temporary employees.

Permanent and temporary employees have the option of either conferencing with their evaluator relative to their end of the year summary objectives or completing and submitting to their evaluator their End of the Year Summary of Objectives (Form E).

12.4.1.7 By no later than thirty (30) calendar days prior to the close of school:
Employees who are being recommended for employment the following year shall receive a copy of the Summary Evaluation (Form C).

12.5 The evaluation forms pursuant to this Article are contained in Exhibit L: The Certificated Evaluation Process.