

ARTICLE IX – EVALUATIONS

- A. The District retains the responsibility for the evaluation and assessment of the performance of each unit member subject only to the following procedural requirements.

The District recognizes unit members as professional educators with the responsibility of improving their teaching abilities. The evaluation process is designed to assist the unit member in reaching the highest levels of teaching success.

- B. Evaluation and assessment of the performance of each unit member shall be made on a continuing basis as follows:
1. At least twice each school year for probationary personnel.
 2. At least every other year for personnel with permanent status.
 3. At least every five years for personnel with permanent status who have been employed at least ten years with the school district, are highly qualified, as defined in 20 U.S.C. Sec 7801, and whose previous evaluation rated the employee as meeting or exceeding standards, if the evaluator and certificated employee being evaluated agree. The certificated employee or the evaluator may withdraw consent at any time.
- C. The evaluation process shall be done in accordance with the Certificated Evaluation Handbook, and in conformance with the California Standards for the Teaching Profession (CSTP), Stull criteria, as found in Education Code Section 44662 and the Evaluation Calendar which is included in Appendix D.
1. Each evaluation year unit members shall write objectives that meet the needs of their current assignment and student population. Objectives are statements of measurable expected student progress in an area of study. Objectives reflect a specific inquiry into student work, abilities, and behaviors leading to improved student achievement to which all California Standards for the Teaching Profession may be applied. Non-teaching unit members shall establish performance goals according to the accepted standards of their assignments.
 2. The unit member shall write objectives that reflect the standards of performance for review by, and mutual consent with, the immediate supervisor. These objectives shall be defined and articulated for mutual agreement at the initial meeting with the evaluator. Specific recommendations for improvement from the previous evaluation, which have not been completed, shall be included. Any modification of the unit member's objectives must be by mutual consent between the unit member and the immediate supervisor and shall be consistent with the following paragraph.
 3. The District shall evaluate and assess certificated employee performance as it reasonably relates to:
 - a. The progress of pupils toward standards of expected pupil achievement at each grade level in each area of study, as established by the Board of Education.
 - b. The instructional techniques and strategies used by the unit member.
 - c. The unit member's adherence to curricular objectives.
 - d. The establishment and maintenance of a suitable learning environment.

4. Unit member performance will be evaluated, using Administrative Mandate, Administrative Choice, Portfolio, or Reciprocal Partners.
 - a. Administrative Mandate
 Non-permanent employees, employees with needs to improve in the instructional program, and employees with unsatisfactory evaluation from previous year:
 - (1) Evaluator and evaluatee will meet to agree upon the year's objectives based on the CSTP and Stull criteria.
 - (2) The formal evaluation cycle shall be held twice a year and include a pre-conference, formal observation, and a post-conference.
 - (3) The formal observation cycle will be held within a two-week period mutually scheduled between the evaluator and evaluatee.
 - (4) An evaluatee may request an alternative observer provided the observer is an evaluator from District Administration.
 - (5) The unit member may be observed/evaluated more often if the evaluator deems it appropriate, on a mutually agreed upon schedule.
 - (6) Should a unit member be employed after the initial twenty-five percent (25%) of the school year, the member shall receive at least one formal observation and one summary evaluation report that school year.
 - (7) Evaluations are not based solely on formal observations, but may include information from informal observation and other verified data.
 - b. Permanent unit members other than Administrative Mandate:
 - (1) Permanent unit members shall be evaluated at least once every other year or, if they have been employed by the District for at least ten years, are highly qualified as defined in 20 U.S.C. Section 7801, and were rated as meeting or exceeding standards in their previous evaluation, may be evaluated at least once every five years, subject to the mutual agreement of the unit member and evaluator and the right of either party withdraw consent at any time. Permanent unit members may choose one of the following evaluation procedures:
 - (a) Administrative Choice:
 - [1] Formal observation cycle shall be held once including a pre-conference, formal observation, and a post-conference.
 - [2] The formal observation cycle will be held within a two week period mutually scheduled between evaluator and evaluatee.
 - [3] An evaluatee may request an alternative observer provided the observer is an evaluator from District Administration.
 - (b) Reciprocal Partners:
 - [1] Two or more evaluatees working as reciprocal partners within an agreed area of investigation.
 - [2] Meet with partners and evaluators in a pre-conference.
 - [3] Two reciprocal observation cycles shall include pre-conference, observation, and post-conference; data to be shared with evaluator.

- (c) Portfolio:
 - [1] Collection of data showing student work, abilities, and behaviors.
 - [2] Initial meeting with the evaluator to identify mutually agreed upon area of investigation with a discussion of artifacts to be collected.
 - [3] Two conference cycles with evaluator and evaluatee to discuss artifacts and their selection and reflection.
 - [4] The portfolios must include a minimum of four artifacts.
 - (2) The evaluator and evaluatee shall meet to agree upon objectives based on CSTP and Stull criteria.
 - (3) Relevant data varies according to the evaluation option.
 - (4) Summative evaluation meeting will be held under all options with evaluator and evaluatee.
 - (5) The unit member may be observed/evaluated more often if the evaluator deems it appropriate, on a mutually agreed upon schedule.
- 5. Evaluation of performance shall be predicated upon information or materials which have been discussed with the unit member and verified by the evaluator.
- 6. The immediate supervisor has the ultimate responsibility for evaluation. This responsibility cannot be delegated to a non-administrative individual; however, a variety of collaborative data gathering techniques may be employed.
- 7. In the event of an unsatisfactory evaluation, the evaluator shall develop an Assistance Plan with the unit member to improve his/her performance. This plan shall include:
 - a. Specific recommendations, timelines, and verification tools for improvement.
 - b. Support with strategies, materials, and/or training that will assist the unit member to improve.
 - c. Mandatory participation in Peer Assistance and Review (PAR) for the permanent unit member.
- 8. The District may require any unit member receiving an unsatisfactory rating to participate in a program designed to improve appropriate areas of the unit member's performance and to further pupil achievement and the District's instructional objectives. The registration cost of such participation will be borne by the District.
- 9. The determination of performance level for non-classroom unit members shall be based on the job duties established by the Board of Education.
- 10. Unit members on the five-year evaluation cycle will meet with their evaluators by May 15 of each subsequent year to complete Form P-28 and agree on the next formal evaluation year.
- D. The unit member shall have the right to indicate a written response to an evaluation. Such response shall be submitted to the office of the Assistant Superintendent of Human Resources in a timely manner and shall become a permanent attachment to the evaluation and placed in the unit member's personnel file.
- E. Any grievance shall be limited to a claim that established evaluation procedures have been violated. The judgment of the evaluator may not be grieved.

- F. As provided for by law, a unit member shall have the right to inspect materials in his/her personnel file except rating, reports, and records which:
1. Were obtained prior to the employment of the person involved.
 2. Were prepared by identifiable examination committee members.
 3. Were obtained in connection with a promotional examination.