

EVALUATION/SUPERVISION

The Governing Board believes that regular and comprehensive evaluations can help instructional staff realize their highest potential, improve their teaching skills and raise students' levels of achievement. Evaluations also serve to hold staff accountable for their performance. The Superintendent or designee shall evaluate the effectiveness of instructional staff members in accordance with law and negotiated contracts.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance. The Superintendent or designee shall endeavor to assist employees to improve their performance and may require participation in appropriate programs. Staff members are encouraged to take initiative to request assistance as necessary to promote effective teaching.

The Board encourages instructional staff to request further observations and/or professional advice.

- (cf. 4116 - Probationary / Permanent Status)
- (cf. 4315.1 - Staff Evaluating Teachers)
- (cf. 4141/4241 - Collective Bargaining Agreement)
- (cf. 4131 - Staff Development)
- (cf. 4139 - Peer Assistance & Review)

Legal Reference:

EDUCATION CODE

- 33039 State guidelines for teacher evaluation procedures
- 35171 Availability of rules and regulations for evaluation of performance
- 44500-44508 Peer Assistance & review program for teachers
- 44660-44665 Evaluation and assessment of performance of certificated employees

GOVERNMENT CODE

- 3543.2 Scope of representation

Management Resources:

CTC PUBLICATIONS

Standards for the Quality and Effectiveness for Beginning Teacher Support and Assessment Programs, 1997, Commission on Teacher Credentialing and State Superintendent of Public Instruction

WEB SITES

- CSBA: <http://www.csba.org>
- CDE: <http://www.cde.ca.gov>
- California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
- California Teachers Association: <http://www.cta.org>
- California Federation of Teachers: <http://www.cft.org>

EVALUATION/SUPERVISION

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4100 - Certificated Personnel)
(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)
(cf. 4141/4241 – Collective Bargaining Agreement)

Certificated staff shall receive information regarding the district’s evaluation criteria and procedures upon employment with the district and whenever the criteria are revised.

(cf. 4112.21 – Interns)
(cf. 4131.1 – Beginning Teacher Support/Induction)
(cf. 4315.1 – Staff Evaluating Teachers)

Frequency of Evaluations

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

(cf. 4116 – Probationary / Permanent Status)

In addition, probationary teachers shall be formally observed and given constructive feedback at least once a year and more often when necessary, as part of the evaluation process.

The performance of each certificated employee with permanent status shall be evaluated and assessed on a continuing basis as follows: (Education Code 44664)

1. At least every other year.
2. At last every five years if all of the following conditions are met:
 - a. The employee has been employed by the district at least 10 years.
 - b. The employee meets the qualifications of a highly qualified teacher as defined in 20 USC 7801 of the federal No Child Left Behind Act, if 20 USC 6319 requires that his/her position be filled by a highly qualified teacher.
 - c. The employee’s previous evaluation rated him/her as meeting or exceeding standards.
 - d. The evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent at any time.

(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)

EVALUATION/SUPERVISION (continued)

3. Annually, if the permanent employee has received an unsatisfactory evaluation until he/she receives a satisfactory evaluation or is separated from the district.

(cf. 4117.4 – Dismissal)

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Students' progress toward district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments.

(cf. 6011 - Academic Standards)
(cf. 6162.5 – Student Assessment)

2. The instructional techniques and strategies used by the employee.
3. The employee's adherence to curricular objectives.

(cf. 6010 - Goals and Objectives)

4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Non-instructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teacher standards approved by the Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

EVALUATION/SUPERVISION (continued)

The Superintendent or designee may require any instructional employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

Any permanent employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the district's peer assistance and review program. (Education Code 44664)

(cf. 4139 - Peer Assistance and Review)

Results of an employee's participation in the peer assistance and review program shall be made available as part of the employee's evaluation, unless the employee has requested that he be voluntarily placed in the program. (Education Code 44662)

Certificated employees shall receive a written copy of their evaluation no later than 30 days before the last day of the school year in which the evaluation takes place. Before the last day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and non-instructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

(cf. 4112.6 /4212.6/4312.6 - Personnel Files)