

ARTICLE 6 - EVALUATION

6.1 DEFINITIONS

- 6.1.1 Day: Any reference to "day" or "days" in Article 6 - Evaluations will refer to scheduled work days.
- 6.1.2 Evaluation: An evaluation, as referred to herein, consists of the evaluation document prepared pursuant to Education Code Sections 44660, et. seq. It is understood that performance appraisal is an ongoing process, which may include documentation other than the evaluation referred to herein.
- 6.1.3 Evaluator: The evaluator shall be the bargaining unit member's immediate supervisor and/or any other management or supervisory employee who is so designated by the District.
- 6.1.4 Scheduled Observation: The agreed upon time when the evaluator observes the lesson of the evaluatee for a minimum of twenty (20) minutes.
- 6.1.5 Unscheduled Observation: The unscheduled time when the evaluator observes the lesson of the evaluatee for a minimum of twenty (20) minutes.
- 6.1.6 Walk Through: Any other visitation made by the evaluator.
- 6.1.7 Permanent Employee: Any employee who has reached permanent status under California Law.
- 6.1.8 Probationary Employee: Any employee who has not reached permanent status.
- 6.1.9 Needs Improvement: A determination by an evaluator of Needs Improvement in one third or more of the selected California Standards for the Teaching Profession (Per section 6.3 [Probationary] or 6.4 [Permanent]) shall be deemed as overall Needs Improvement rating.
- 6.1.10 Unsatisfactory: A determination by an evaluator of Unsatisfactory in one third or more of the selected California Standards for the Teaching Profession (Per sections 6.3 [Probationary] or 6.4 [Permanent]) shall be deemed as overall Unsatisfactory.

6.2 FREQUENCY OF EVALUATIONS

- 6.2.1 Notification: Bargaining unit members scheduled to be evaluated will be notified in writing by the site administration prior to the end of the third week of school. Such notice will contain a written explanation of the procedures for evaluation and may include a usable electronic form.
- 6.2.2 Probationary: An evaluation shall be written twice each school year.
- 6.2.3 Permanent: An evaluation shall be written every other year. The bargaining unit member's third year of employment following hire as a regular certificated employee shall be a non-evaluation year.

As per Education Code 44664(a)(3), permanent unit members who have qualified may be evaluated once every five (5) years.

- 6.2.4 Evaluation Cycle Adjustment: At times, an evaluator may wish to balance the total number of evaluations of bargaining unit members within a year. The evaluator may request permanent bargaining unit members, who are

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scheduled for evaluation, to volunteer to delay an evaluation for the purposes of balancing those numbers for one (1) year. If there are not enough or too many volunteers, a lottery will be held to determine which bargaining unit members will be evaluated out of cycle and the bargaining unit member's cycle will be adjusted. Any bargaining unit member may request to delay evaluation for one (1) year for extenuating circumstances including, but not limited to Workers' Compensation, Administrative Leave, or Family Medical Leave Act (FMLA). Approval of such request shall be at the discretion of the site administrator. Any change in a bargaining unit member's evaluation cycle will be agreed upon in writing and signed by the bargaining unit member and the evaluator to be filed with Human Resources.

- 6.2.5 Needs Improvement or Unsatisfactory: When any permanent bargaining unit member has received a "needs improvement" or "unsatisfactory" evaluation, the evaluator shall evaluate the bargaining unit member every year until the bargaining unit member either achieves a satisfactory evaluation or is separated from the district.

6.3 PROCEDURES

Probationary - Standard Assessment Process

One (1) scheduled and one (1) unscheduled observation, two (2) evaluations.

- 6.3.1 Prior to the end of the sixth week of school, the evaluator and evaluatee shall meet for the purpose of reaching consensus on the evaluatee's Professional Educator's Plan (California Standards for the Teaching Profession. The plan will be reduced to writing on the appropriate form. (See Appendix C)

The evaluator and evaluatee shall select three (3) standards from the California Standards for the Teaching Profession form upon which the evaluatee shall be evaluated. The standards shall be selected as follows:

- a. One standard selected by the evaluatee.
- b. One standard selected by the evaluator.
- c. One standard selected jointly by the evaluatee and the evaluator. In the event that a mutual selection cannot be made within five (5) work days from the initial attempt, this standard shall be decided upon by the District Superintendent or designee.
- d. The evaluator and the evaluatee will each choose one element from the three (3) selected standards. The evaluatee will write one objective for the six (6) key element selected.
- e. Evaluatees who are not subject to the CSTP (e.g., non-teaching positions, herein referred to as "specialty positions"), shall create three job specific goals and develop objectives. Alternative, job-specific goals and objectives shall be developed using this alternating selection process and the remainder of the evaluation procedure will be followed. For

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such specialty positions, separate forms will be subject to negotiation.

The evaluatee may include on the Professional Educator's Plan form perceived constraints which may affect attainment of the objectives stated in their plan, and the constraints may be modified by consensus at any time during the school year. A copy will be provided to the evaluatee.

Bargaining unit members who commence employment after the sixth week of school shall meet with their evaluator within twenty (20) working days to commence the evaluation process.

- 6.3.2 The scheduled observations will be arranged with the evaluatee in advance. At the time the scheduled observation is arranged, the evaluatee/evaluator has the option to require a pre-observation conference. If required, the pre-observation form must be completed before the pre-observation conference and can be revised during the conference. An evaluatee may request specific times for a scheduled observation.

No observations will be conducted the week prior to winter recess, nor the day prior to any holiday, unless requested by the evaluatee. If a scheduled observation must be canceled by the evaluator, the evaluatee must be notified immediately or as soon as emergency conditions allow. An evaluatee may cancel a scheduled observation with the evaluator's approval.

- 6.3.3 The scheduled observation must be completed prior to winter recess. The unscheduled observation must be completed after the first evaluation unless there are extenuating circumstances which are agreed to by both evaluatee and evaluator.
- 6.3.4 A summary of each scheduled and unscheduled observation will be reduced to writing and areas in need of improvement shall include suggestions for improvement.
- 6.3.5 A conference must be held within ten (10) working days following an observation. At this conference, the evaluatee shall receive a copy of the completed observation form. During the conference, the evaluator may revise the observation form based on the comments and discussion that follow. The evaluatee has the right to respond in writing and have it attached to the observation and evaluation forms.
- 6.3.6 Additional conferences to discuss observations may be requested by either the evaluatee or evaluator.
- 6.3.7 The evaluator will complete two (2) evaluations during the school year. The first evaluation and conference will be completed by the last working day in January. The second evaluation and conference will be completed at least twenty (20) working days prior to the end of the school year. The evaluatee shall have the option of requesting the second evaluation prior

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to March 1. This request must be made five (5) working days prior to the requested evaluation.

- 6.3.8 The first evaluation will reflect the degree to which the selected standards in the Professional Educator's Plan are being achieved. The second evaluation will reflect the degree to which selected standards in the Professional Educator's Plan have been achieved.

6.4 PROCEDURES

Permanent - Standard Assessment Process

One (1) scheduled observation, one (1) evaluation.

- 6.4.1 Prior to the end of the sixth week of school, the evaluator and evaluatee shall meet for the purpose of reaching consensus on the evaluatee's Professional Educator's Plan (California Standards for the Teaching Profession). The plan will be reduced to writing on the appropriate form. (See Appendix C)
- a. All standards will be selected.
 - b. One (1) key element from each of the six (6) standards will be mutually agreed upon between the evaluator and evaluatee. In the event that a mutual selection cannot be made within five (5) working days from the initial attempt, this element shall be decided upon by the District Superintendent or designee, a person other than the evaluator.
 - c. The evaluatee will develop an objective for the six (6) key elements.
 - d. Evaluatees who are not subject to the CSTP (e.g. non-teaching positions, herein referred to as "specialty positions") shall create three job specific goals and develop objectives. For such specialty positions, separate forms will be subject to negotiation.

The evaluatee may include on the Professional Educator's Plan form perceived constraints which may affect attainment of the goals stated in their plan, and the constraints may be modified by consensus at any time during the school year. A copy will be provided to the evaluatee.

- 6.4.2 The scheduled observation will be arranged with the evaluatee in advance. At the time the scheduled observation is arranged, the evaluatee/evaluator has the option to require a pre-observation conference. If required, the pre-observation form must be completed before the pre-observation conference and can be revised during the conference. An evaluatee may request specific times for the scheduled observation.

No observations will be conducted the week prior to winter recess, nor the day prior to any holiday, unless requested by the evaluatee. If a scheduled observation must be canceled by the evaluator, the evaluatee must be notified immediately or as soon as emergency conditions allow.

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An evaluatee may cancel a scheduled observation with the evaluator's approval.

- 6.4.3 The evaluator must complete the scheduled observation, prior to the evaluation.
- 6.4.4 The scheduled observation will be reduced to writing and areas in need of improvement shall include suggestions for improvement.
- 6.4.5 A conference must be held within ten (10) working days following an observation. At this conference the evaluatee shall receive a copy of the completed observation form. During the conference, the evaluator may revise the observation form based on the comments and discussion that may follow. The evaluatee has the right to respond in writing and have it attached to the observation and evaluation forms.
- 6.4.6 Additional conferences to discuss observations may be requested by either the evaluatee or evaluator.
- 6.4.7 The evaluator will complete the evaluation at least twenty (20) working days prior to the end of the school year.
- 6.4.8 Prior to the last week of school, a conference shall be held between the evaluatee and the evaluator to discuss the evaluation. The evaluation will reflect the degree to which the evaluatee has achieved the identified key elements in the Professional Educator's Plan. The evaluatee will receive a copy of the evaluation prior to or at the time of the conference. Nothing herein is intended to prevent the evaluator from completing the above requirements earlier in the school year.

6.5 PROCEDURES

Permanent Employee - Alternate Evaluation Process

- 6.5.1 Alternate Evaluation: Permanent bargaining unit members, who have received satisfactory evaluations for the prior three (3) annual evaluations, shall be evaluated using the alternate evaluation process. This section applies to those certificated bargaining unit members employed during or prior to the 2002-2003 school year. (See Appendix E for process.)

6.6 COUNSELOR EVALUATION

- 6.6.1 Evaluation of counselors will follow the same procedures as probationary/permanent certificated bargaining unit members, except that unscheduled and on-going observations will be used in place of the scheduled observation portion of the process.
- 6.6.2 Evaluators will use the appropriate Professional Educator's Plan, observation and evaluation forms.

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6.7 OBSERVATIONAL SUPPORT

- 6.7.1 At the request of the evaluatee/evaluator, a second administrator will conduct a scheduled observation. The second observation report will be included in the evaluation. A summary of the observation will be reduced to writing and areas in need of improvement shall include suggestions for improvement. The request for a second administrator's observation will only occur once per evaluation cycle.
- 6.7.2 For a Bargaining Unit member participating in the PAR program, the provisions of Article 10 shall apply.

6.8 ITEMS THAT ARE TO BE ATTACHED TO ALL WRITTEN EVALUATIONS

- 6.8.1 The evaluator shall attach copies of the observation form(s) to the evaluation.
- 6.8.2 The evaluatee may attach a written response to any observation and/or evaluation, which becomes a permanent part of the bargaining unit member's personnel file.

6.9 PROFESSIONAL STANDARDS

- 6.9.1 All evaluation paperwork will be linked to the California Standards for the Teaching Profession, excluding specialty positions.

6.10 EVALUATION WORKSHOP

District administrators shall be trained in a timely and consistent manner to insure consistent and objective implementation of the evaluation procedures set forth in the Article. The District shall also provide workshops to assist bargaining unit members in preparing for evaluation.