

EVALUATION / SUPERVISION

Certificated employee performance shall be evaluated and assessed on a continuing basis, at least once a year for probationary staff and at least every other year for permanent staff. Permanent employees who receive an unsatisfactory evaluation shall be assessed annually until they receive a satisfactory evaluation. (Education Code 44664)

(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. Student progress toward District standards of expected achievement for their grade level in each area of study
2. The instructional techniques and strategies used by the employee
3. The employee's adherence to curricular objectives
4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

If the results of students' standardized tests are one of the criteria used to evaluate teachers, publishers' norms established by the standardized tests shall not be used in these evaluations. (Education Code 44662)

Non-instructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

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

The Superintendent or designee may require that instructional employees who receive unsatisfactory ratings participate in a program designed to improve areas of performance and to further student achievement and the District's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

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

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 is made. Before July 30 of the year in which the evaluation takes place, 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)
(cf. 4141/4241 - Collective Bargaining Agreement)

Evaluation Procedures for Probationary Teachers

1. Within the first four weeks of initial employment, probationary teachers shall be counseled regarding the District's teacher evaluation criteria and procedures.
2. As part of their evaluations, probationary teachers shall be formally observed and given constructive criticism at least once each year, more often when necessary. They shall be encouraged to request more frequent observation and advice if they feel that this would help improve performance.
3. After each formal observation, a conference shall be held between the evaluator and the probationary teacher. The evaluator shall provide a written notation of any deficiencies and suggestions for improvement and shall offer the teacher help in achieving the needed improvement. The evaluator also will identify college courses and/or in-service programs for probationary teachers who need such training or assistance.

(cf. 4131 - Staff Development)

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4. The probationary teacher shall take action to correct any cited deficiencies, based upon the evaluator's recommendations.
5. The evaluator shall make a record of all formal observations and conferences and shall attach any support material to the evaluation summary.

(cf. 4116 - Probationary/Permanent Status)