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# Evaluation Packet

El Rancho Unified School District

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## Contents of Evaluation Packet

1. Evaluation Forms
2. Evaluation Procedures
3. Evaluation Calendar



**TEACHER SUPPORT**

**EL RANCHO UNIFIED SCHOOL DISTRICT**

9333 Loch Lomond Drive, Pico Rivera, CA 90660 562-801-5231 (office) 562-949-0519 (fax)

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# Evaluation Forms

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**TEACHER SUPPORT**

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## EL RANCHO UNIFIED SCHOOL DISTRICT

9333 Loch Lomond Drive, Pico Rivera, California 90660, (562) 942-1500  
FORM C.1 (revised 2013/hr) - Page 1 of 4 - Counselor / DISTRICT COPY

| Counselor (First/Last): | School: | Conf. Date: |
|-------------------------|---------|-------------|
|                         |         |             |

### CONFIRMATION OF INITIAL CONFERENCE

The evaluation process was explained to me and a preliminary observation date was set for the following:

| Evaluator Name: | Preliminary Observation Date: |
|-----------------|-------------------------------|
|                 |                               |

| Counselor Signature: | Date: | Site Administrator Signature: | Date: |
|----------------------|-------|-------------------------------|-------|
|                      |       |                               |       |

| Observation Dates: | Admin/Teacher Conf. Dates: | Support Services Offered: |
|--------------------|----------------------------|---------------------------|
|                    |                            |                           |
|                    |                            |                           |
|                    |                            |                           |
|                    |                            |                           |

| Preliminary Commendations/Recommendations: | Final Commendations/Recommendations: |
|--------------------------------------------|--------------------------------------|
|                                            |                                      |

### PRELIMINARY EVALUATION

| Counselor Signature: | Date: | Site Administrator Signature: | Date: |
|----------------------|-------|-------------------------------|-------|
|                      |       |                               |       |

- 1) I understand that I am required by law to sign this form. My signature does not necessarily mean that I agree with this evaluation. It only confirms that a conference was held to discuss this evaluation.
- 2) I recognize that I have the right to submit a written response to this evaluation within 15 calendar days of this conference.

### FINAL EVALUATION

|                                                   |                                                     |
|---------------------------------------------------|-----------------------------------------------------|
|                                                   | 2. Practice developing – meets minimum standards.   |
| Referral to Peer Assistance and Review Program    | 3. Practice consistent with professional standards. |
| 1. Practice not consistent with minimum standards | 4. Practice distinguished – exceeds standards.      |

| Counselor Signature: | Date: | Site Administrator Signature: | Date: |
|----------------------|-------|-------------------------------|-------|
|                      |       |                               |       |

# EL RANCHO UNIFIED SCHOOL DISTRICT

9333 Loch Lomond Drive, Pico Rivera, California 90660, (562) 942-1500  
FORM C.1 (revised 2013/hr) - Page 2 of 4 - Counselor / DISTRICT COPY

|                                |                |                    |
|--------------------------------|----------------|--------------------|
| <b>Counselor (First/Last):</b> | <b>School:</b> | <b>Conf. Date:</b> |
|                                |                |                    |

## COUNSELOR EVALUATION

| Current Status:      | Temp. | Intern | Prob. 1 | Prob. 2 | BTSA 1 | BTSA 2 | Perm. | PAR |
|----------------------|-------|--------|---------|---------|--------|--------|-------|-----|
| Check applicable box |       |        |         |         |        |        |       |     |

Instructions for Rating Elements of Practice on the California Standards for the Teaching Profession:  
 \*1. Practice not consistent with minimum standards: Unsatisfactory – does not meet the professional standards of competence.  
 2. Practice developing – meets minimum standards: Meets the professional standards of competence.  
 3. Practice consistent with professional standards: Meets and occasionally exceeds professional standards of competence.  
 4. Practice distinguished – exceeds standards: Consistently exceeds the professional standards of competence.  
 \*Ratings of 1 in any element require comments to support; comments in each standard are encouraged. N/A-Not observed/applicable

|                             |                          |  |                    |  |
|-----------------------------|--------------------------|--|--------------------|--|
| <b>Counselor Evaluation</b> | <b>Preliminary Date:</b> |  | <b>Final Date:</b> |  |
|-----------------------------|--------------------------|--|--------------------|--|

| Elements of Practice                                                                                                    | Prelim            | Final         |
|-------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
|                                                                                                                         | Rating            | Rating        |
| <b>1. ORGANIZATION PLANNING AND IMPLEMENTATION</b>                                                                      |                   |               |
| 1.1 Adheres to procedures                                                                                               |                   |               |
| 1.2 Is prompt in meeting deadlines                                                                                      |                   |               |
| 1.3 Is an effective decision maker                                                                                      |                   |               |
| 1.4 Recognizes situations needing improvement and takes appropriate action                                              |                   |               |
| 1.5 Effectively uses time management skills                                                                             |                   |               |
| 1.6 Develops an effective method of establishing goals and objectives                                                   |                   |               |
| 1.7 Assists with the administration of all required assessments                                                         |                   |               |
| 1. PRELIMINARY COMMENTS                                                                                                 | 1. FINAL COMMENTS |               |
|                                                                                                                         |                   |               |
| <b>2. ACADEMIC DEVELOPMENT</b>                                                                                          |                   |               |
|                                                                                                                         | <b>Rating</b>     | <b>Rating</b> |
| 2.1 Identifies needs and appropriately places students in the instructional program                                     |                   |               |
| 2.2 Provides for continuous evaluation of students' academic progress                                                   |                   |               |
| 2.3 Encourages and assists students in achieving their maximum academic development                                     |                   |               |
| 2.4 Effectively communicates promotion/graduation requirements of institutes of higher learning to students and parents |                   |               |
| 2. PRELIMINARY COMMENTS                                                                                                 | 2. FINAL COMMENTS |               |
|                                                                                                                         |                   |               |

# EL RANCHO UNIFIED SCHOOL DISTRICT

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FORM C.1 (revised 2013/hr) - Page 3 of 4 - Counselor / DISTRICT COPY

| Counselor (First/Last): | School: | Conf. Date: |
|-------------------------|---------|-------------|
|                         |         |             |

Instructions for Rating Elements of Practice on the California Standards for the Teaching Profession:  
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 \*Ratings of 1 in any element require comments to support; comments in each standard are encouraged. N/A-Not observed/applicable

| Counselor Evaluation | Preliminary Date: |  | Final Date: |  |
|----------------------|-------------------|--|-------------|--|
|----------------------|-------------------|--|-------------|--|

| Elements of Practice                                                                                                      | Prelim                   | Final  |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------|--------|
|                                                                                                                           | Rating                   | Rating |
| <b>3. CAREER DEVELOPMENT</b>                                                                                              |                          |        |
| 3.1 Encourages and assists students in locating, evaluating, and interpreting career information                          |                          |        |
| 3.2 Helps students to acquire employability skills                                                                        |                          |        |
| 3.3 Aids students in identifying personal skills, interest and abilities that may relate to current career choices        |                          |        |
| 3.4 Assists students in identifying the correlation between educational achievement and career success                    |                          |        |
| <b>3. PRELIMINARY COMMENTS</b>                                                                                            | <b>3. FINAL COMMENTS</b> |        |
|                                                                                                                           |                          |        |
| <b>4. PERSONAL/SOCIAL DEVELOPMENT</b>                                                                                     |                          |        |
| 4.1 Provides help and resources for students at risk                                                                      |                          |        |
| 4.2 Appropriately identifies and refers students with special needs                                                       |                          |        |
| 4.3 Assists students in social development and acquiring interpersonal skills                                             |                          |        |
| 4.4 Effectively monitors students' social development                                                                     |                          |        |
| 4.5 Effectively assists students in making appropriate decisions, setting goals, and taking action to achieve those goals |                          |        |
| 4.6 Assists students in developing personal responsibility                                                                |                          |        |
| 4.7 Demonstrates mature control in handling emergencies                                                                   |                          |        |
| <b>4. PRELIMINARY COMMENTS</b>                                                                                            | <b>4. FINAL COMMENTS</b> |        |
|                                                                                                                           |                          |        |

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Instructions for Rating Elements of Practice on the California Standards for the Teaching Profession:  
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 4. Practice distinguished – exceeds standards: Consistently exceeds the professional standards of competence.  
 \*Ratings of 1 in any element require comments to support; comments in each standard are encouraged. N/A-Not observed/applicable

| Counselor Evaluation | Preliminary Date: |  | Final Date: |  |
|----------------------|-------------------|--|-------------|--|
|----------------------|-------------------|--|-------------|--|

| Elements of Practice                                                                | Prelim            | Final  |
|-------------------------------------------------------------------------------------|-------------------|--------|
|                                                                                     | Rating            | Rating |
| <b>5. COMMUNICATION/STAFF AND STUDENT RELATIONSHIPS</b>                             |                   |        |
| 5.1 Expresses self clearly in both written and oral communication                   |                   |        |
| 5.2 Works cooperatively with staff and students                                     |                   |        |
| 5.3 Enlists support of parents and community to maximize individual student success |                   |        |
| 5.4 Skillfully interprets assessment results for students and parents               |                   |        |
| 5.5 Demonstrates acceptance and respect of parents and students                     |                   |        |
| 5.6 Understands pupil behavior before making evaluative judgments                   |                   |        |
| 5. PRELIMINARY COMMENTS                                                             | 5. FINAL COMMENTS |        |
|                                                                                     |                   |        |
| <b>6. DEVELOPMENT AS A PROFESSIONAL EDUCATOR</b>                                    |                   |        |
|                                                                                     | Rating            | Rating |
| 6.1 Engages in a planned program of professional growth                             |                   |        |
| 6.2 Utilizes opportunities to improve performance                                   |                   |        |
| 6.3 Keeps current with research and practices in counseling field                   |                   |        |
| 6.4 Implements new developments in guidance counseling                              |                   |        |
| 6.5 Demonstrates acceptable manners and ethical standards                           |                   |        |
| 6. PRELIMINARY COMMENTS                                                             | 6. FINAL COMMENTS |        |
|                                                                                     |                   |        |

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# Evaluation Procedures

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c. In upper grades, grades four through six, the class size will be 32.

d. In grades seven through twelve, the class size will be 33.5, except for P.E. and other classes which by their nature require a large number of students (i.e., band, drill team).

2. Individual class sizes may vary from the District average due to various factors; therefore, if the application of the above ratios/formulas results in a fraction of one-half or more on a District-wide average, then an additional teacher position shall be allocated.

#### Section B - ANALYSIS OF CLASS SIZE

Analysis of class size shall be made no later than the end of the sixth week of each semester. Appropriate action shall be taken by that time to comply with the above-mentioned limits.

#### Section C - STUDENT TRANSFERS

No elementary student will be transferred from one classroom to another after October 1 unless the teachers involved receive advance notice and an opportunity to discuss the transfer.

### **ARTICLE IV - PROCEDURES FOR EVALUATING UNIT MEMBERS**

#### Section A - FREQUENCY OF EVALUATION

1. Probationary Unit Members

Each probationary unit member shall be evaluated on a continuing basis. A formal evaluation shall be completed each school year. These unit members will receive at least one formal observation not later than the beginning of Winter Break, and another formal observation not later than March 1.

2. Temporary Unit Members

Each temporary unit member shall be evaluated on a continuing basis. A formal evaluation shall be completed each school year. These unit members will receive at least one formal observation not later than March 1.

Temporary unit members, not working in the first seven weeks of the school year, shall have at least one formal observation no later than four weeks prior to the end of the school year.

3. Permanent Unit Members

Each permanent unit member shall be evaluated on a continuing basis. Informal observations may occur without notice. Permanent unit members shall be (formally) evaluated no less than once every two (2) years, except those unit

members who have been employed by the District for at least ten (10) years, who are deemed highly qualified as defined in 20 U.S.C. Section 7801, and whose most recent evaluation met or exceeded standards, shall be evaluated no less than once every five (5) years, This interval shall be reduced to once every two (2) years at the request of either the unit member or the evaluator. Permanent unit members given a rating of “Practice Not Consistent With Minimum Standards” in one half or more of the elements of any one teaching standard on the appropriate “Final Evaluation Summary form,” shall be formally evaluated each school year until given a rating of “Practice Consistent With Professional Standards.”

#### Section B – AREAS OF EVALUATION

The District shall evaluate the performance of certificated unit members using the applicable evaluation form.

1. The Certificated Teacher Evaluation Form is based on the California Standards for the Teaching Profession.
2. The Counselor Evaluation Form is based, in part, on The National Standards for School Counseling Programs.
3. The Site Resource and District Resource Evaluation Forms provide for the inclusion of specific responsibilities relevant to the position.

#### Section C – USE OF PUBLISHER'S NORMS

The evaluation and assessment of unit members’ performance pursuant to this Article shall not include the use of publishers’ norms established by standardized tests.

#### Section D – NOTICE TO UNIT MEMBERS

No later than the end of the seventh week of the year, in which the formal or informal evaluation is to take place, the administrators shall provide for unit members:

1. A designated evaluation packet
  - a. “Confirmation of Initial Conference”
  - b. “Evaluation” form
  - c. “Preliminary Evaluation” form
  - d. “Final Evaluation Summary” form
2. The name of their evaluator
3. A copy of the “Evaluation Procedures”

4. A copy of the “Certificated Evaluation Calendar”

In addition, Certificated Teachers only will receive #5 - #8.

5. A copy of “The California Standards for the Teaching Profession”
6. A copy of the “Examples of Evidence List”
7. A copy of the “El Rancho Unified School District Rubric Supporting the California Standards for the Teaching Profession”
8. A copy of the Teachers’ Resource List

#### Section E – PRE-CONFERENCE AND EVALUATION PLAN

Unit members being evaluated and the evaluator shall meet to establish:

1. A formal evaluation plan that shall offer the evaluatee(s) an opportunity to sign up for the first formal classroom observation. Pre-observation conferences, post observation conferences, and the final summary evaluation shall be scheduled by mutual agreement within the parameters of the Certificated Evaluation Calendar.
2. The evaluatee(s) may include any of the following as documentation of progress toward meeting the standards of proficiency in the areas of evaluation described in Section B: video/audio tapes, curriculum units, teacher journals, logs and calendars, interviews, lesson plans, evidence of communications with parents/students, examples of student work, records of participation in school improvement efforts, reports on professional growth activities, or other relevant documentation.

#### Section F – CLASSROOM OBSERVATIONS

Each evaluation plan shall include a minimum of one (1) formal classroom observation in the evaluation year. A unit member who receives a negative evaluation shall be entitled to additional classroom observations, evaluation conferences and written evaluations with criteria and resources for improvement as needed.

#### Section G – FORMAL EVALUATION SUMMARY

1. All final evaluation conferences for permanent, temporary and probationary unit members shall be completed no later than (30) calendar days prior to the last day of instruction. All final evaluation conferences for probationary- two unit members shall be completed by March 1<sup>st</sup>. The evaluator shall transmit a copy to the unit member thirty (30) calendar days prior to the end of the school year. The evaluator and the evaluatee must sign all copies of the evaluation.

2. If a permanent unit member is given a rating of “Practice Not Consistent With Minimum Standards” in less than 10 of the elements of all standards 1-6, he/she shall be provided the opportunity to volunteer for support from the PAR program and/or the site administrator.

3. If a permanent unit member is given a “Practice Not Consistent With Minimum Standards” in 10 or more of the elements of all standards 1-6, he/she shall be referred to the PAR program. Any rating of “one” requires the evaluator to indicate in writing the specific teacher instructional practices that are not consistent with minimum standards. Evaluatee will be given a copy of the Teachers’ Resource List to be discussed with the evaluator.

4. The evaluatee shall have the right to submit a written response to the evaluation, and that response shall become a permanent attachment to the evaluatee’s personnel file.

## ARTICLE V - GRIEVANCES

### Section A - DEFINITIONS

1. A “grievance” is a formal written allegation by a grievant who has been adversely affected by a violation of the specific provisions of this Agreement. Matters for which a specific method of review is provided by law are not within the scope of Level IV.
2. A “grievant” may be a unit member, group of unit members, or the Federation.
3. A “day” is any day in which the central administrative office of the District is open for business.
4. The “immediate supervisor” is the management person having immediate jurisdiction over the grievant who has been designated by the District to adjust grievances.

### Section B - INFORMAL LEVEL

Before filing a formal written grievance, the grievant shall attempt to resolve it by an informal conference with the grievant’s immediate supervisor.

### Section C - FORMAL LEVEL

1. Level I
  - a. Within fifteen (15) days after the occurrence of the act, or within fifteen (15) days after the grievant should have known of such occurrence or omission giving rise to the grievance, the grievant must present such grievance in writing on the appropriate form to the immediate supervisor.
  - b. The statement shall be a clear, concise statement of the grievance, the circumstances

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# Evaluation Calendar

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# EL RANCHO UNIFIED SCHOOL DISTRICT 2015-2016 TEACHER EVALUATION CALENDAR

| TIMELINE                                                                        | ACTIVITY                                                                                                                                                                                                                                                                          | RESPONSIBLE                 |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| On or before:<br>September 18, 2015<br>(End of 5th week)                        | District provides list of teachers to be evaluated. Site Administrators may add to, but not delete from, the evaluation list.                                                                                                                                                     | Human Resources Office      |
| On or before:<br>October 2, 2015<br>(End of 7th week)                           | Teachers scheduled for evaluation are to be notified in writing.                                                                                                                                                                                                                  | Site Administrators         |
| On or before:<br>October 16, 2015<br>(End of 9th week)                          | Completion of initial conference between Administrators(s) and teacher(s). Signatures required.                                                                                                                                                                                   | Site Administrators         |
| On or before:<br>December 18, 2015<br>(Winter Break)                            | Probationary and Temporary teachers receive at least one formal observation and post-conference. Signatures required.                                                                                                                                                             | Site Administrators         |
| On or before:<br>January 15, 2016<br>(End of 19th week)                         | All preliminary observations, conferences and required signatures completed. Site Administrators discuss participation in PAR Program, if appropriate.                                                                                                                            | Site Administrators         |
| On or before:<br>January 22, 2016<br>(End of 20th week)                         | Site Administrators notify the Director of Human Resources of teacher(s) being considered for release.                                                                                                                                                                            | Site Administrators         |
| On or before<br>February 20, 2016                                               | All final evaluations, conferences, and required signatures completed for second year probationary teachers.                                                                                                                                                                      | Site Administrators         |
| On or before<br>March 11, 2016                                                  | Final notification of Notice to Non-Re-elect sent to teachers.                                                                                                                                                                                                                    | Director<br>Human Resources |
| Prior to<br>March 14, 2016                                                      | Action by Board of Education to dismiss designated teachers.                                                                                                                                                                                                                      | Director<br>Human Resources |
| On or before<br>April 22, 2016                                                  | Final observations, conferences, and required signatures for all teachers completed and sent to Human Resources Office. Teachers referred to the PAR program are notified on Final Evaluation Form. NOTE: Must be completed 30 calendar days prior to the end of the school year. | Site Administrators         |
| On or before<br>May 6, 2016<br>(4 weeks prior to the<br>end of the school year) | Temporary teachers, not working the first 7 weeks of the school year, receive at least one formal observation.                                                                                                                                                                    | Site Administrators         |
| On or before:<br>May 20, 2016                                                   | Administrators notify Director of Human Resources of teachers being referred to the PAR Program in the 2016-2017 school year.                                                                                                                                                     | Site Administrators         |

## CLASSIFIED EVALUATION CALENDAR

|                                |                                                                                                                                                            |                     |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| On or before<br>April 29, 2016 | Final evaluations, conferences, and required signatures for all CLASSIFIED EMPLOYEES (Paraprofessionals too) completed and sent to Human Resources Office. | Site Administrators |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|

NOTE: The "first week" of school is the week of August 17 – 21, 2015. The term "teacher" refers to all members of the bargaining unit.  
Calendar Available via Google Calendars at

[https://www.google.com/calendar/embed?src=erdons.net\\_ef8n52u47dj6488bpd7b2jca5c%40group.calendar.google.com&ctz=America/Los\\_Angeles](https://www.google.com/calendar/embed?src=erdons.net_ef8n52u47dj6488bpd7b2jca5c%40group.calendar.google.com&ctz=America/Los_Angeles)