

# MODESTO CITY SCHOOLS

## Board Policy

BP 4115

### **Personnel**

#### CERTIFICATED PERSONNEL

#### Evaluation/Supervision

#### Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

#### PURPOSE OF THE SYSTEM OF CERTIFICATED PERSONNEL EVALUATION

The Governing Board believes that regular, comprehensive evaluations designed to hold ~~The District's officially adopted certificated instructional staff~~ accountable for their performance are key to improving their ~~teaching~~ skills and raising students' levels of achievement. Evaluation procedures shall reflect applicable provisions of the collective bargaining agreement for certificated employees.

*(cf. 4141/4241 - Collective Bargaining Agreement) N/A*

*(cf. 4315 - Evaluation/Supervision) N/A*

*(cf. 4315.1 - Administrative Competence in Evaluation)*

Evaluations ~~employees' evaluation procedures~~ 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 and encourages them to take initiative to request assistance as necessary, including participation in appropriate staff development and/or individualized ~~teacher~~ support and guidance programs.

*(cf. 4117.6 - Decision Not to Rehire) N/A*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action (Certificated))*

*(cf. 4131 - Staff Development)*

*(cf. 4131.1 - Teacher Support and Guidance) N/A*

for the purpose of evaluating and assessing employee competency

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**CERTIFICATED PERSONNEL****Evaluation/Supervision**

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

- A. **1. Students' ~~The~~ progress ~~of pupils~~ toward **meeting district the established** standards of expected ~~pupil~~ 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) N/A*

*(cf. 6162.5 - Student Assessment) N/A*

*(cf. 6162.51 - State Academic Achievement Tests) N/A*

- B. **2. The performance of non-instructional duties and responsibilities, including supervisory and advisory duties.**

- 3. The employee's adherence to curriculum **curricular** objectives.**

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

- D. **5. The instructional techniques and strategies used by the employee.**

- ~~E. The employee's adherence to curriculum objectives.~~

**With the agreement of the exclusive representative of the certificated staff when applicable, the Superintendent or designee may incorporate objective standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession into district evaluation standards.**

*(cf. 4119.21/4219.21/4319.21 - Professional Standards) N/A*

*(cf. 4140/4240/4340 - Bargaining Units) N/A*

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## CERTIFICATED PERSONNEL

### Evaluation/Supervision

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

## EVALUTION FORMS

~~Form I — Instructional Certificated Employee Evaluation~~

~~Form II — Standard and Expected Student Achievement and Assessment of Personnel Competence~~

~~Form A — Classroom Factual Resume Form~~

~~Alternative Form A — Classroom Teacher Alternative Evaluation Observation Checklist~~

~~Form B — Instructional/Non-Instructional Certificated Personnel Post-Observation Conference Form~~

## CERTIFICATED PERSONNEL

Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

## DIRECTIONS FOR USE OF FORMS

FORM I — Instructional Certificated Employee Evaluation

### Section 1 — Completion of Initial Consultation

The purpose of this section is to verify the initial consultation. Section 1 should be signed by both parties prior to November 1 at schools on a traditional calendar. At schools with a year-round calendar, both parties should sign off within 60 calendar days after the first day of instruction.

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~~Section 2—Instructional and Non-instructional Duties and Responsibilities~~

~~Section 3—Learning Environment and Classroom Control~~

~~Statements in Sections 2 and 3 are intended as broad guidelines for evaluation purposes.~~

~~The principal shall schedule a voluntary meeting for all evaluatees prior to holding individual consultations for the purpose of discussing and attempting to cooperatively clarify items in Sections 2 and 3.~~

~~In subsequent individual consultations, the evaluator and evaluatee shall also cooperatively clarify all items in Sections 2 and 3 with the goal of reaching an understanding of what is expected.~~

~~In the absence of agreement which cannot be resolved at the site level, the problem may be referred by either party to the Associate Superintendent, Educational Services for resolution.~~

**CERTIFICATED PERSONNEL**

**Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees**

~~In completing the evaluation, the evaluator's comments pertaining to "instructional and non-instructional duties" and "learning environment and classroom control" are to include a narrative description of performance which could include both positive and negative comments as the case may be. The evaluatee is provided space to respond.~~

**Section 4—Assessment of Student Progress**

~~Section 4 is a summary of student progress related to the evaluatee's projections stated on Form II. The evaluator's comments should reflect careful consideration of available data pertaining to student progress of whether the standards were or were not~~

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~~met, and of the significance of any mitigating factors.~~

~~In the absence of an agreement which cannot be resolved at the site level, the problem may be referred by either party to the Associate Superintendent, Educational Services for resolution.~~

#### ~~Section 5—Completion of Evaluation Process~~

~~This section of Form I shall be signed by both parties upon completion of the evaluation process. Completion includes the added written comments from the evaluatee typed by the principal's secretary and added in the "Evaluatee Comments" sections on all forms. Sign off merely indicates that the process has been in compliance with the District guidelines and does not necessarily indicate agreement with the comments.~~

~~As part of the final consultation section, it should be noted that the evaluator is required to enter dates on which formal observations were made. Verification of the observations should be available on Form A, Form B, or Alternative Form A which are retained at the building level.~~

### CERTIFICATED PERSONNEL

#### Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

#### FORM II—Standards of Expected Student Achievement and Assessment of Personnel Competence

~~Prior to November 1, or 60 days after the first instructional day for each multi-track year round teacher, the evaluatee and evaluator shall cooperatively develop:~~

~~(a) "description of expected student achievement," (b) "means of assessment and nature of evidence to be provided," and (c) "anticipated date of completion."~~

~~In the absence of agreement on each "Description of expected student achievement," "means of assessment," and "nature of evidence to be~~

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~~provided” which cannot be resolved at the site level, the problem may be referred by either party to the Associate Superintendent, Educational Services for resolution.~~

~~Each first and second year temporary and probationary employee (instructional) shall be responsible for a maximum of four (4) standards of student achievement (and related means of assessment and evidence to be provided) which are representative of major components of his/her instructional program.~~

~~All other employees whose last evaluation was satisfactory shall be responsible for two (2) standards of student achievement.~~

#### ~~A. Description of “Expected Student Achievement”~~

~~“Description of expected student achievement” shall be determined using a variety of means selected from, but not limited to:~~

- ~~1. The evaluatee’s goals and philosophies regarding his/her assignment.~~
- ~~2. Policies and goals developed by school, department, and/or grade level.~~
- ~~3. District published objectives or courses of study appropriate to the evaluatee’s assignment.~~
- ~~4. Present standing of pupils.~~

#### ~~CERTIFICATED PERSONNEL~~

#### ~~Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees~~

- ~~5. Other factors having a potential impact on student achievement.~~

#### ~~B. Means of Assessment and Nature of Evidence to be Provided~~

~~The “means of assessment and nature of evidence to be provided” should also be mutually agreed upon by the evaluatee and evaluator and may include, but not be limited to surveys or questions, evaluatee/evaluator judgment, testing, classroom observations, video and/or audio tape, and others.~~

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~~Publishers' norms established by standardized tests shall not be used in the assessment of students' achievement.~~

~~C. Anticipated Date of Completion~~

~~Enter mutually agreed date of completion.~~

~~D. Statement of Student Progress~~

~~A statement of student achievement shall be entered in the space provided under the "Statement of Student Progress."~~

~~E. Mitigating Factors~~

~~"Mitigating Factors" shall consist of the reasons or conditions beyond the control of the evaluatee which prevented the students from reaching the agreed upon projections.~~

~~If these factors become evident within a reasonable period to assessment, a re-evaluation of the projected student achievement is recommended.~~

~~F. Statement of Student Progress and Comments~~

~~When the "statement of student progress" is completed, the evaluator shall make a judgment as to whether the standard has been met or not met based on the agreed upon evidence. Space is provided for comment by either party.~~

~~CERTIFICATED PERSONNEL~~

~~Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees~~

~~In the absence of agreement which cannot be resolved at the site level, the problem may be referred by either party to the Associate Superintendent, Educational Services for resolution.~~

~~G. Signature of Evaluator and Evaluatee~~

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~~Upon completion of Form II, all participants shall sign and date the form.~~

~~FORMS A and B, Alternative Form A – Instructional Certificated Employee Evaluation – Classroom Observation Form and Instructional Certificated Employee Evaluation Post Observation Conference Form~~

~~A. General Guidelines~~

- ~~1. All visitations do not constitute observations. Visitations may be for purposes other than evaluation.~~
- ~~2. Observations shall be initiated in various ways.~~
  - ~~a. Evaluatee requested with sufficient prior notice.~~
  - ~~b. Evaluator requested with sufficient prior notice.~~
  - ~~c. Unscheduled with informal notice at beginning of observation.~~
- ~~3. Observations of the evaluatee should take place at various times of the day and on different days of the week.~~
- ~~4. The frequency of observations shall be dictated by need. If competency is not in question, observations shall be limited to two per year. However, no assessment should be based on a single observation. The observations shall be distributed through the school year within the limitations of calendar deadlines. All unsatisfactory evaluations must be based on more than two observations.~~
- ~~5. The evaluator or the evaluatee may initiate observations by a third party.~~

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- ~~6. All observations shall be documented and discussed with the evaluatee within a reasonable period of time. An observation should normally be completed prior to the start of another~~

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~~observation. Classroom Factual Resume, Form A; Post Observation Conference Form B, or Alternative Form A shall be used. Post Observation Conference may be waived by mutual consent if the observation is satisfactory.~~

~~B. Classroom Factual Resume (Form A)~~

~~Observations shall, in part, be a basis for assessing those items included on Form I. Therefore, the evaluator should give special attention to such factors as learning environment, classroom control, and instructional techniques.~~

~~Initial reactions are to be recorded. The observations should be as specific and objective as reasonably possible.~~

~~C. Post Observation Conference Form (Form B)~~

~~1. “Evaluator’s Specific Suggestions”: In any area of substandard performance, the evaluator is obligated to provide explicit suggestions and assistance, when appropriate, to aid the evaluatee.~~

~~2. “Evaluatee’s Comment”: It is recommended that the evaluatee respond to the written observation and the conference. These comments should be as explicit as reasonably possible and shall be typed and included in the comment area of Form B prior to completion.~~

~~3. Form B shall be signed by all participants. The evaluatee’s signature does not constitute endorsement of the observer’s notations but is a recognition that discussion has taken place.~~

~~4. Form B is not used with Alternative Form A.~~

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~~Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees~~

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#### D. Classroom Observation (Alternative Form A)

~~The Alternative Evaluation procedures apply only to: (1) permanent teachers who received a “satisfactory” rating on their last previous evaluation; and (2) temporary categorical teachers with more than two years of service and a “satisfactory” rating on their last previous evaluation.~~

~~All teachers (first and second year temporaries, probationary teachers, and any permanent teacher who received an “unsatisfactory” rating on the last previous evaluation) will continue to be evaluated under existing evaluation procedures.~~

~~The five categories are not of equal importance and cannot be quantified by attaching points or percentages to each category. The principal must weight all elements of the lesson in determining if the overall observation is “satisfactory” or “unsatisfactory.”~~

#### EVALUATION CALENDAR

~~November 1 — The evaluator and evaluatee shall complete the initial consultation for Form I, Page 1, and the initial portions of Form II. For multi-track year-round schools, both parties shall sign off within 60 calendar days after the first instructional day of each track.~~

~~December 15 — The evaluator shall submit to the Associate Superintendent, Personnel and the evaluatee a paragraph statement for employees requiring special assistance.~~

~~March 15 — On or before this date the Superintendent/Superintendent’s designee shall notify Probationary II teachers of his intention to recommend non-reemployment.~~

#### CERTIFICATED PERSONNEL

##### Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

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~~Not later than Completed evaluation forms (Forms I and II) for all personnel 30 calendar subject to evaluation during that year shall be transmitted by days prior to the evaluator to the evaluatee, last school day~~

~~Subsequent to the transmittal date and prior to the close of school, the evaluatee and evaluator shall discuss the evaluation reports.~~

~~June 30 On or before this date the Superintendent/Superintendent's designee shall notify Probationary I teachers and temporary teachers of his intention to recommend non-reemployment.~~

## GENERAL INSTRUCTIONS

- ~~1. All forms shall be completed and distributed as listed on the bottom of the form.~~
- ~~2. Probationary I and II and Temps I and II teachers are evaluated each school year. All other teachers are evaluated every other year if the overall rating on the year end evaluation is satisfactory. If a permanent teacher's overall rating is unsatisfactory, the teacher will be evaluated the next year.~~
- ~~3. Permanent employees who indicate in writing at the beginning of the school year their intent to retire at the close of the year will require only a paragraph statement if the evaluation falls on the last year.~~
- ~~4. If in the opinion of the evaluatee, there is good prior reason to object to a particular evaluator, the evaluatee shall have the right to attempt to resolve the problem with the Associate Superintendent, Educational Services. This option must be exercised prior to the beginning of the evaluation process. If an alternate evaluator is assigned, the designation shall be made by the Associate Superintendent, Educational Services.~~

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## CERTIFICATED PERSONNEL

### Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

~~5. The Department Chairperson's role shall be limited to providing objective information relevant to the evaluation process unless requested by the evaluatee to participate in other appropriate ways.~~

~~6. The areas to be evaluated shall be identified in the initial consultation. No additional areas shall be added following the consultation without mutual agreement.~~

~~The evaluator's final evaluation comments shall be limited to the areas identified in the initial consultation.~~

~~No unsubstantiated hearsay shall be written into the final evaluation.~~

~~7. The Association shall be sent a copy of all non-confidential District-wide directives concerning evaluation procedures.~~

~~8. In the event that it is determined that current or future legislation requires a new adoption of standards of student achievement for all subjects and all grade levels, the Association shall cooperate in the development of such new standards.~~

~~9. The ability to grieve disputes concerning the evaluation procedures shall be governed by Article III, Grievance Procedure.~~

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

### Purpose of the System of Certificated Non-Instructional Personnel Evaluation

~~A system of personnel evaluation should serve to improve and maintain the quality of the services provided, individually and collectively, by the employees of the District. The evaluation and assessment of non-~~

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~~instructional employees' competency shall reasonably relate to the fulfillment of their job responsibilities. It should do this by:~~

~~A. Identifying and recognizing "good performance" of job responsibility.  
CERTIFICATED PERSONNEL~~

~~Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees~~

~~B. Identifying conditions under which individuals serve which handicap the effectiveness of their services so that such conditions may be remedied.~~

~~C. Identifying those personnel whose competency might be enhanced by specific recommendations and cooperative assistance from the District.~~

~~D. Identifying personnel whose services are unsatisfactory to such a degree that administrative action is required to improve performance, reassign, or dismiss the employee.~~

~~Evaluation Forms~~

~~Form I – Non-instructional Certificated Personnel Evaluation~~

~~Form II – Job Responsibilities and Assessment of Personnel~~

~~Competence Form A – Observation Resume Form~~

~~Form B – Post Observation Conference Form~~

~~DIRECTIONS FOR USE OF FORMS~~

~~Form I – Certificated Non-Instructional Employee Evaluation~~

~~Section 1 – Completion of Initial Consultation~~

~~The purpose of this section is to verify the initial consultation.  
Section 1 should be signed by both parties prior to the November 1 deadline.~~

~~Signature merely indicates that the initial process has been completed and agreement reached. For multi-track year-round employees, the November 1 deadline is charged to 60 days after the~~

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~~first instructional day for each track.~~

## ~~Section 2—Performance of Duties~~

~~Statements in Section 2 are intended as broad guidelines for evaluation purposes.~~

## CERTIFICATED PERSONNEL

### Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

~~The principal shall schedule a voluntary meeting for all evaluatees prior to holding individual consultations for the purpose of discussing and attempting to cooperatively clarify items in Section 2.~~

~~In subsequent individual consultations, the evaluator and evaluatee shall also cooperatively clarify all items in Section 2 with the goal of reaching an understanding of what is expected.~~

~~In the absence of agreement which cannot be resolved at the site level, the problem may be referred by either party to the Associate Superintendent, Educational Services.~~

~~The evaluator's comments pertaining to performance of duties are to include a narrative description of performance which could include both positive and negative comments as the case may be.~~

~~The evaluatee is provided space to respond.~~

## Section 3—Assessment of Fulfillment of Responsibilities

~~Section 3 is a summary of fulfillment of job responsibilities related to the evaluatee's projections stated on Form II. The evaluator's comments should reflect careful considerations of available data pertaining to a fulfillment of whether the projections were or were not met, and of the significance of any mitigating factors.~~

~~In the absence of agreement which cannot be resolved at the site~~

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~~level, the problem may be referred by either party to the Associate Superintendent, Educational Services.~~

## ~~CERTIFICATED PERSONNEL~~

### ~~Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees~~

#### ~~Section 4—Completion of Evaluation Process~~

~~This section of Form I should be signed by both parties upon completion of the evaluation process. It merely indicates that the process has been in compliance with the District guidelines and does not necessarily indicate agreement with the comments.~~

~~As part of the final consultation section, it should be noted that the evaluator is required to enter dates on which formal observations were made. Verification of the observations should be available on Forms A and B which are retained at the building level.~~

#### ~~Form II—Non-Instructional Personnel Job Responsibilities and Assessment of Personnel Competence~~

~~Form II pertains to the fulfillment and assessment of personnel competence as it relates to mutually agreed upon job descriptions.~~

~~Prior to November 1, the evaluatee and evaluator shall cooperatively develop (a) “description of job responsibilities to be fulfilled,” (b) means of assessment and nature of evidence to be provided,” and (c) “anticipated date of completion.”~~

~~In the absence of agreement which cannot be resolved at the site level, the problem may be referred by either party to the Associate Superintendent, Educational Services for resolution.~~

~~Each first and second year temporary and probationary employee (non-instruction) shall be responsible for a maximum of four (4) standards of student achievement (and related means of assessment and evidence to~~

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~~be provided) which are representative of major components of his/her instructional program.~~

~~All other employees whose last evaluation was satisfactory shall be responsible for two (2) standards of achievement.~~

## CERTIFICATED PERSONNEL

### Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

#### A. Description of Job Responsibility to be Fulfilled

~~Description of job responsibility to be fulfilled shall be determined using a variety of means selected from, but not limited to:~~

- ~~1. The evaluatee's goals and philosophies regarding his/her assignment.~~
- ~~2. Policies and goals developed by school, department, and/or grade level.~~
- ~~3. District published objectives appropriate to the evaluatee's assignment and/or job description.~~
- ~~4. Other factors having a potential impact on job responsibilities.~~

#### B. Means of Assessment and Nature of Evidence to be Provided

~~The means of assessment and nature of evidence to be provided will also be mutually agreed upon by the evaluatee and evaluator and may include but not be limited to surveys or questionnaires, evaluatee/evaluator judgment, testing, video and/or audio tape, and others.~~

~~Publishers' norms established by standardized tests shall not be used in the assessment of students' achievement.~~

#### C. Anticipated Date of Completion

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~~Enter mutually agreed upon date of completion.~~

~~D. Statement of Fulfillment of Job Responsibility~~

~~A statement of fulfillment of job responsibility shall be entered in the space provided under “Statement of Fulfillment of Job Responsibility.”~~

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**Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees**

~~E. Mitigating Factors~~

~~“Mitigating Factors” shall consist of the reasons or conditions beyond the control of the evaluatee which prevented the employee from reaching the agreed upon projections.~~

~~If these factors become evident within a reasonable period prior to assessment, a re-evaluation of the projected fulfillment of job responsibility is recommended.~~

~~F. Fulfillment Met or Not Met~~

~~When the fulfillment of job responsibility is completed, the evaluator shall make a judgment as to whether the projection has been met or not met based on the agreed upon evidence. Space is provided for comment by either party.~~

~~In the absence of agreement which cannot be resolved at the site level, the problem may be referred by either party to the Associate Superintendent, Educational Services for resolution.~~

~~G. Signature of Evaluator and Evaluatee~~

~~Upon completion of Form II, all participants shall sign and date the form.~~

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Forms A and B — Observation Resume and Post Observation Conference

A. General Guidelines

1. Use of these forms is optional for non-instructional personnel.
2. The means of “observation” shall be suited to mutually-agreed upon job responsibilities.

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Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

3. All visitations do not constitute “observations.” Visitations may be for purposes other than evaluation.
4. “Observations” shall be initiated in various ways:
  - a. Evaluatee requested with sufficient prior notice.
  - b. Evaluator requested with sufficient prior notice.
  - c. Unscheduled with informal notice at beginning of “observation.”
5. “Observations” of the evaluatee should take place at various times of the day and on different days of the week.
6. The frequency of “observations” shall be dictated by need. If competency is not in question, “observations” shall be limited to two per year. However, no assessment should be based on a single “observation.” The “observation” shall be distributed through the school year within the limitations of calendar deadlines. All unsatisfactory evaluations must be based on more than two observations.
7. The evaluator or the evaluatee may initiate an “observation” by a third party.
8. All “observations” shall be documented and discussed with the evaluatee within a reasonable period of time. “Observation

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~~Resume” and “Post ‘Observation’ Conference” Forms (A and B) shall be used. Post “Observation” Conference may be waived by mutual agreement and noted on Form B. An observation write-up and review shall be completed prior to the start of another observation.~~

#### ~~B. Observation Resume (Form A)~~

~~“Observations” shall, in part, be a basis for assessing those items included on Form I. Initial reactions are to be recorded. The “observations” should be as specific and objective as reasonably possible.~~

### CERTIFICATED PERSONNEL

#### Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

#### ~~C. Post Observation Conference Form (Form B)~~

- ~~1. "Evaluator's Specific Suggestions": In any area of substandard performance, the evaluator is obligated to provide explicit suggestions and assistance when appropriate, to aid the evaluatee.~~
- ~~2. "Evaluatee's Comments": It is recommended that the evaluatee respond to the written “observation” and the conference. These comments should be as explicit as reasonably possible. The comments shall be typed by the principal's secretary and included in the comments section.~~
- ~~3. Form B shall be signed by both parties upon completion of the evaluation process. Completion includes the added written comments from the evaluatee typed by the principal's secretary and added in the Evaluatee Comments sections on all forms. Sign off merely indicates that the process has been in compliance with the District guidelines and does not necessarily indicate agreement with the comments.~~

### EVALUATION CALENDAR

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~~November 1 — The evaluator and evaluatee shall complete the initial consultation for Form I, Page 1, and the initial portions of Form II. For multi-track year round schools, both parties shall sign off within 60 calendar days after the first instructional day of each track.~~

~~December 15 — The evaluator shall submit to the Associate Superintendent, Personnel and the evaluatee a paragraph statement for employees requiring special assistance.~~

~~March 15 — On or before this date the Superintendent/Superintendent's designee shall notify Probationary II teachers of his intention to recommend non-reemployment.~~

## CERTIFICATED PERSONNEL

### Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

~~Not later than — Completed evaluation forms (Forms I and II) for all personnel 30 calendar — subject to evaluation during that year shall be transmitted by days prior to — the evaluator to the evaluatee. last school day~~

~~Subsequent to the transmittal date and prior to the close of school, the evaluatee and evaluator shall discuss the evaluation reports.~~

## GENERAL INSTRUCTIONS

- ~~1. — All forms shall be completed and distributed as listed on the bottom of the form.~~
- ~~2. — Probationary I and II, and Temporary I and II certificated employees (non-instructional) are evaluated each school year. All other certificated employees (non-instructional) are evaluated every other year.~~

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3. ~~Permanent employees who indicate in writing at the beginning of the school year their intent to retire at the close of the year will require only a paragraph statement if the evaluation falls on the last year.~~
4. ~~If, in the opinion of the evaluatee, there is a good prior reason to object to a particular evaluator, the evaluatee shall have the right to attempt to resolve the problem with the Associate Superintendent, Educational Services. This option must be exercised prior to the beginning of the evaluation process. If an alternative evaluator is assigned, the designation shall be made by the Associate Superintendent, Educational Services.~~
5. ~~The Department Chairperson's role shall be limited to providing objective information relevant to the evaluation process unless requested by the evaluatee to participate in other appropriate ways.~~

#### CERTIFICATED PERSONNEL

##### Procedures for Evaluation of Certificated Instructional/Non-Instructional Employees

6. ~~The areas to be evaluated shall be identified in the initial consultation. No additional areas shall be added following the consultation without mutual agreement.~~

~~The evaluator's final evaluation comments shall be limited to the areas identified in the initial consultation.~~

~~No unsubstantiated hearsay shall be written into the final evaluation.~~

7. ~~The Association shall be sent a copy of all non-confidential District-wide directives concerning evaluation procedures.~~
8. ~~In the event that it is determined that current or future legislation requires a new adoption of standards of student achievement for all subjects and all grade levels, the Association shall cooperate in the development of such new standards.~~

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9. ~~The ability to grieve disputes concerning the evaluation procedures shall be governed by Article III, Grievance Procedure.~~

The Superintendent or designee shall ensure that evaluation ratings have uniform meaning and are uniformly applied throughout the district.

*Legal Reference:*

**EDUCATION CODE**

*33039 State guidelines for teacher evaluation procedures*

*35171 Availability of rules and regulations for evaluation of performance*

*44660-44665 Evaluation and assessment of performance of certificated employees (the Stull Act)*

**GOVERNMENT CODE**

*3543.2 Scope of representation*

*Management Resources:*

**COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS**

*California Standards for the Teaching Profession, 2009*

**WEB SITES**

*CSBA: <http://www.csba.org>*

*California Department of Education: <http://www.cde.ca.gov>*

*Commission on Teacher Credentialing: <http://www.ctc.ca.gov>*

*National Board for Professional Teaching Standards: <http://www.nbpts.org>*

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**March 18, 2002**

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**Bold Black Underline = MCS Language**

**Bold Red = CSBA Language**

Regular Black = Common Language

—➔ Denotes changes being suggested