

CSBA Sample
MODESTO CITY SCHOOLS
Administrative Regulation

AR 4115

Personnel

CERTIFICATED PERSONNEL

Evaluation/Supervision

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

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

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. 4112.9/4212.9/4312.9 - Employee Notifications) N/A

Frequency of Evaluations

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

(cf. 4116 - Probationary/Permanent Status) N/A

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

Each certificated employee with permanent status shall be evaluated and assessed at least every other year. If the employee receives an unsatisfactory evaluation, he/she shall be annually evaluated until he/she achieves a positive evaluation or is separated from the district. (Education Code 44664)

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

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→ **Alternatively, a ~~permanent~~ certificated employee with permanent status who has been employed by the district at least 10 years and who was rated in his/her previous evaluation as meeting or exceeding standards shall be evaluated at least every five years, if he/she and the evaluator so agree. Either the evaluator or the employee may withdraw consent for the alternative schedule at any time. (Education Code 44664)**

→ Evaluation Procedures

Certificated instructional employees shall be responsible for two (2) professional goals. One (1) goal shall be identified by the instructional employee and related to the District annual focus. One (1) goal will be identified by the instructional employee, representing a major component of his/her growth as a professional.

Certificated non-instructional employees shall be responsible for two (2) professional goals reasonably related to the fulfillment of their job responsibilities. One (1) goal shall be identified by the non-instructional employee and related to the District annual focus. One (1) goal will be identified by the non-instructional employee, representing a major component of his/her growth as a professional.

Both goals must be mutually agreed upon by the employee and the evaluator. Any appeal will be presented to the evaluator's Senior Director for resolution.

Certificated employees being evaluated shall meet with the supervising administrator no later than six weeks from the first work day of the school year for the initial consultation conference to discuss and/or review:

1. The administrator's expectations regarding the employee's duties and responsibilities.
2. The evaluation forms and procedures.
3. The tentative schedule of observation.
4. The establishment of two (2) professional goals.
5. Any mitigating factors that may affect the certificated employee's ability to meet the goals.

Observations may begin after the first two weeks of school. All observations shall clearly state whether the observation is satisfactory or unsatisfactory.

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Evaluation Results

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

~~Noninstructional 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)~~

~~Instructional and noninstructional~~ 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)

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 teaching standards (instructional employees) approved by the Governing Board pursuant to Education Code 44662, or job responsibilities (non-instructional employees), the Superintendent or designee shall so notify the employee in writing and shall 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)

The Superintendent or designee may require any certificated 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)

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

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Qualifications of Evaluators

→ The Superintendent or designee shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. ~~He/she~~ The Superintendent or designee shall ensure that the evaluator:

1. Possesses a valid administrative credential.
2. Is competent in the instructional methodologies used by the teachers being evaluated.
3. Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction.
4. Is familiar with district curriculum priorities and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation, and staff development.

→ (cf. 4315.1 – Administrative Competence in Evaluation)

~~(11/07-8/14)~~ 7/16

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