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ARTICLE XI

Peer Assistance and Review Program for Teachers

A. **PURPOSE OF THE PROGRAM:** The Teachers Association of Long Beach and the Long Beach Unified School District support the highest possible quality of education. In order for students to succeed in learning, teachers must succeed in teaching. Teachers who are referred to or who volunteer for the Peer Assistance and Review Program are valuable professionals who shall be provided the best resources and support for improving and strengthening their instructional performance.

B. **DEFINITIONS OF TERMS:**

1. **Peer Assistance.** Both new and experienced teachers benefit from professional support provided by other classroom teachers. For the purposes of this Article, peer assistance describes activities planned and implemented by the Consulting Teacher in collaboration with the Participating Teacher and the supervising administrator. These activities shall be designed to strengthen the Participating Teacher's skill and expertise in the following areas:

- a. Mastery of content
- b. Instructional skills and techniques
- c. Adherence to content standards and curricular objectives
- d. Classroom management
- e. Lesson design and presentation
- f. Assessment of student progress toward established standards
- g. Appropriate learning environment

2. **Peer Review.** Peer review describes a process by which the Consulting Teacher shall monitor, guide, and support the progress of one or more assigned Referred Participating Teachers toward a satisfactory level of classroom performance. The review process shall include the following:

- a. Collaboration between the Consulting Teacher and the Referred Participating Teacher in developing mutually agreeable performance goals for the Referred Participating Teacher.
- b. Monthly written reports to the Referred Participating Teacher which shall be shared with the Peer Assistance and Review Panel and the supervising administrator.
- c. A collaborative and cooperative relationship between the Consulting Teacher and the administrator who supervises the Participating Teacher to whom the Consulting Teacher is assigned.

ARTICLE XI - PEER ASSISTANCE AND REVIEW PROGRAM FOR TEACHERS (continued)

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- d. A Summary Report prepared by the Consulting Teacher which shall be provided to the Referred Participating Teacher, the Peer Assistance and Review Panel, and the supervising administrator. A copy of the Summary Report shall be placed in the personnel file of the Referred Participating Teacher and the Summary Report may be reflected in either an interim and/or a final evaluation of the Referred Participating Teacher. Both the interim and the final evaluations of the Referred Participating Teacher shall be completed by the supervising administrator.
- 3. **Determination of Unsatisfactory Rating.** If an alternative rating system is employed on a pilot basis, the Association and the District shall agree prior to implementation what rating is equivalent to unsatisfactory if, in fact, the term “unsatisfactory” is not used in the pilot rating system.
- 4. **Peer Assistance and Review Panel.** The Peer Assistance and Review Panel shall be comprised of nine (9) members, the majority of whom shall be teachers. Five (5) teacher members shall be appointed by the Board of Directors of the Teachers Association. Four (4) members shall be administrators selected by the Long Beach Unified School District.
- 5. **Referred Participating Teacher.** A Referred Participating Teacher is a teacher who has achieved permanent status and who, as a result of either an interim or a final evaluation in which one or more ratings of unsatisfactory have been earned, demonstrates a need for assistance to improve his/her instructional skills and techniques, mastery of content, lesson organization and presentation, adherence to curricular objectives and standards, assessment of student progress toward established standards, suitable learning environment and classroom management.

A teacher with permanent status who is not initially assigned to the Peer Assistance and Review Program and who receives an unsatisfactory evaluation in the course of the prescribed evaluation process may, with the recommendation of the supervising administrator and the approval of the PAR Panel, be assigned immediately to the Peer Assistance and Review Program and be designated as a Referred Participating Teacher. Assignment shall occur in a timely manner following the teacher's receipt of the unsatisfactory evaluation. Teachers assigned to the Program as the result of an ongoing evaluation shall participate in the Peer Assistance and Review Program for the remainder of the year in which the initial assignment occurred and for the entire subsequent school year.

A Referred Participating Teacher shall participate in both the peer assistance and peer review components of this program.

ARTICLE XI - PEER ASSISTANCE AND REVIEW PROGRAM FOR TEACHERS (continued)

- 1 6. **Volunteer Participating Teacher.** A Volunteer Participating Teacher is a
2 teacher who has achieved permanent status who seeks to improve his/her
3 teaching performance and requests the Peer Assistance and Review Panel to
4 assign a Consulting Teacher to provide peer assistance. A Volunteer
5 Participating Teacher shall be involved only in the peer assistance component
6 of the program.
7
- 8 7. **Beginning Participating Teachers.** All newly employed classroom teachers
9 possessing a preliminary credential with fewer than two years of fully
10 credentialed teaching experience shall participate in a peer assistance
11 program. In addition, classroom teachers who possess a pre-intern
12 certificate, an intern credential, or an emergency permit shall also participate
13 in a peer assistance program. Beginning Participating Teachers shall only be
14 involved in the peer assistance component of this program.
15
- 16 8. **Consulting Teacher.** A Consulting Teacher is a permanent classroom
17 teacher selected by the Peer Assistance and Review Panel to provide support
18 to a Participating Teacher and/or to assume additional responsibilities
19 determined as appropriate by the Peer Assistance and Review Panel or the
20 District. These responsibilities may include:
21
 - 22 a. Assistance and guidance to new teachers and/or teacher trainees.
 - 23 b. Assistance and guidance to experienced teachers upon mutual
24 agreement of the parties.
 - 25 c. Staff development activities appropriate for certificated employees
26 and including student teachers.
 - 27 d. Development of curriculum.
28

29 C. **PEER ASSISTANCE AND REVIEW PANEL – ORGANIZATION AND**
30 **RESPONSIBILITIES:**
31

- 32 1. The Peer Assistance and Review Panel shall be comprised of a majority of
33 teachers. Five (5) permanent classroom teachers shall serve on the Peer
34 Assistance and Review Panel. Teachers participating on the panel shall be
35 selected by the Association. In addition, there shall be four (4) administrators
36 on the panel. These individuals will be selected by the Long Beach Unified
37 School District.
38
- 39 2. If a teacher serving as a panel member is unable to complete his/her term
40 because of any reason, the Association shall appoint another teacher to
41 continue in the position. After the first year of the California Peer Assistance
42 and Review Program, panel members shall upon selection, serve three-year
43 terms.
44
- 45 3. The Peer Assistance and Review Panel shall establish its own meeting
46 schedule. A quorum requires two-thirds (2/3) of the members be present and

ARTICLE XI - PEER ASSISTANCE AND REVIEW PROGRAM FOR TEACHERS (continued)

1 that the majority of those present shall be members of the Association. Such
2 meetings shall take place during the regular workday. Teachers who are
3 members of the panel shall be released from their regular duties to attend
4 meetings. If, in carrying out their responsibilities as members of the panel
5 teachers find it necessary to work beyond their regular workday, they shall be
6 compensated at their additional hourly pay rate.

7
8 4. The Peer Assistance and Review Panel shall be responsible to:

- 9
10 a. Provide annual training for Peer Assistance and Review Panel
11 members.
12 b. Establish its own rules of procedure including the method for the
13 selection of a chairperson.
14 c. Nominate Consulting Teachers to the governing board for approval.
15 d. Notify Consulting Teacher applicants that they have been approved
16 by the governing board.
17 e. Approve training and support for Consulting Teachers and
18 Participating Teachers.
19 f. Organize and implement a plan for classroom observations of
20 applicants for Consulting Teacher positions.
21 g. Participate in classroom observations of applicants for Consulting
22 Teacher positions.
23 h. Establish a process for permanent teachers to become voluntary
24 participants in the program.
25 i. Receive and approve requests from the coordinator of the New
26 Teacher/Beginning Teacher Support and Assessment Project
27 for assistance in supporting Beginning Participating Teachers.
28 j. Provide final approval of assignments of Consulting Teachers to
29 Participating Teachers.
30 k. Adopt rules and regulations to accomplish the provisions of this
31 Article. These rules and regulations shall be consistent with the
32 provisions of the Agreement and in the event of any inconsistency the
33 Agreement shall prevail.
34 l. Establish an application procedure for those desiring to become
35 Consulting Teachers.
36 m. Review the final report prepared by the Consulting Teacher and
37 making recommendations to the governing board regarding each
38 Participating Teacher's progress in the Peer Assistance and Review
39 Program.
40 n. Conduct an annual review of Consulting Teachers' performance.
41 o. Recommend to the governing board that terms of Consulting
42 Teachers who are not performing effectively not be renewed.
43 p. Evaluate annually the impact of the Peer Assistance and Review
44 Program in order to improve the program.
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ARTICLE XI - PEER ASSISTANCE AND REVIEW PROGRAM FOR TEACHERS (continued)

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- q. Approve assignment of additional instructional and curricular responsibilities to Consulting Teachers beyond the parameters of the Peer Assistance and Review process.
 - r. Work with the District to draft the preliminary PAR budget; however, the final budget approval authority shall be retained by the District.
5. All proceedings and materials related to evaluations, reports, and other personnel matters shall be strictly confidential. Disclosure of such information by panel members and Consulting Teachers is appropriate only in the implementation of this Article.
6. The Long Beach Unified School District shall hold harmless the members of the Peer Assistance and Review Panel and the Consulting Teacher from any liability arising out of their participation in this program as provided in Education Code, Section 44503 (e).

D. **PARTICIPATING TEACHERS:**

1. **Referred Participating Teachers:**

- a. A Referred Participating Teacher is a teacher with permanent status who as a result of one or more unsatisfactory ratings on his/her interim or final evaluation is referred to the Peer Assistance and Review Panel for assistance and support. This assistance and support shall be designed to strengthen the Referred Participating Teacher's instructional skills, classroom management, knowledge of subject matter, and other aspects of his/her teaching performance identified and approved by the Peer Assistance and Review Panel.
- b. The Peer Assistance and Review Panel shall assign Consulting Teacher(s) to Referred Participating Teachers. Additional Consulting Teachers may be assigned by the Peer Assistance and Review Panel at any time the panel determines a need for additional support exists.
- c. Notwithstanding Article VIII of this contract, Referred Participating Teachers shall not be eligible for voluntary transfer or voluntary reassignment while they remain in the program.

2. **Volunteer Participating Teachers:**

- a. A Volunteer Participating Teacher is a teacher with permanent status whose most recent interim or final evaluation is satisfactory and who volunteers to participate in the Peer Assistance and Review Program.
- The Volunteer Participating Teacher shall be provided with peer assistance in those areas which are mutually agreed to by the site

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administrator. The Volunteer Participating Teacher may terminate his/her participation in the Peer Assistance and Review Program at any time.

- b. A Volunteer Participating Teacher may select his/her Consulting Teacher from a list of available Consulting Teachers provided by the Peer Assistance and Review Panel. Any changes in Consulting Teacher assignments after initial choices have been made and approved need to be approved by the Peer Assistance and Review Panel.
- c. Volunteer Participating Teachers shall be involved only in the assistance component of this program. Evaluation shall be carried out by the supervising administrator.

3. **Beginning Participating Teachers:**

- a. The New Teacher Project shall be the primary provider of assistance and support to Beginning Participating Teachers who possess either a preliminary or intern credential, a pre-intern certificate, or an emergency permit.
- b. The Assistant Director of Professional Development in collaboration with the New Teacher Project Coordinator may request from the Peer Assistance and Review Panel additional help and support for Beginning Participating Teachers from Consulting Teachers. This help and assistance may be individual support, staff development presentations, or other activities which contribute to the professional growth of Beginning Participating Teachers.
- c. Beginning Participating Teachers will only be involved with the peer assistance component of this program. Evaluation shall be carried out by the supervising administrator.

E. **CONSULTING TEACHERS:**

- 1. A Consulting Teacher is a teacher who provides assistance to a Participating Teacher pursuant to the Peer Assistance and Review Program. The following qualifications are required of candidates making application for this position:
 - a. The Consulting Teacher shall be a credentialed teacher who has attained permanent status.
 - b. The Consulting Teacher shall have substantial recent experience in classroom instruction.

ARTICLE XI - PEER ASSISTANCE AND REVIEW PROGRAM FOR TEACHERS (continued)

- 1 c. The Consulting Teacher shall have demonstrated exemplary teaching
2 ability characterized by effective communication skills, strong
3 knowledge of subject matter, and a mastery of a range of teaching
4 strategies necessary to meet the needs of pupils in different contexts.
5
- 6 2. The application process for candidates for Consulting Teachers shall include:
7
8 a. Completed application form.
9 b. Statement by the current principal or immediate supervising
10 administrator.
11 c. Statement by at least one other classroom teacher who is familiar with
12 the classroom performance of the applicant. All applications and
13 statements shall be treated with confidentiality.
14 d. All information about Consulting Teacher applications shall remain
15 confidential.
16
- 17 3. Applications for Consulting Teachers shall be approved by a majority vote of
18 the Peer Assistance and Review Panel upon completion of classroom
19 observations.
20
- 21 4. The governing board may meet in closed session to consider the appointment
22 of any nominee to be a Consulting Teacher. The governing board may gather
23 information it deems necessary to evaluate nominees. The governing board
24 may reject any nominations. The final designation of any person as a
25 Consulting Teacher shall be by action of the governing board.
26
- 27 5. Multiple classroom observations will be conducted by members of the Peer
28 Assistance and Review Panel or a selection team appointed by the panel as
29 part of the selection process for Consulting Teachers.
30
- 31 6. Initially, the term of the Consulting Teachers shall be for either one (1) year
32 or two (2) years. Teachers who accept initial assignments may serve in this
33 position for two (2) consecutive terms of two (2) years each following the
34 expiration of the initial term. After initial implementation, terms for
35 Consulting Teachers shall be two (2) years in length and teachers shall not
36 serve in this position for more than two (2) consecutive terms.
37
- 38 7. Consulting Teachers shall be provided release time for the purpose of
39 observing Participating Teachers and meeting with them to plan and provide
40 support and assistance.
41
- 42 8. Upon completion of each school year, the performance of the Consulting
43 Teacher will be reviewed by the governing board. A Consulting Teacher
44 assignment may be terminated if the Peer Assistance and Review Panel
45 determines the Consulting Teacher has not performed his/her duties
46 effectively. A Consulting Teacher not recommended to the Board shall be

ARTICLE XI - PEER ASSISTANCE AND REVIEW PROGRAM FOR TEACHERS (continued)

1 entitled to a conference with the chairperson of the Peer Assistance and
2 Review Panel to be advised of the reasons and he/she may attach a written
3 response to the report which shall be sent to the governing board.
4

5 a. The term of a Consulting Teacher may be renewed for a second
6 consecutive two (2) year term. Renewal shall be initiated and
7 conducted in the same manner as a new application for Consulting
8 Teacher.
9

10 b. If for any reason a Consulting Teacher is unable to complete the
11 duties of the position, the Board of Education may select an alternate
12 teacher from a list approved by the Peer Assistance and Review
13 Panel.
14

15 c. Consulting Teachers who voluntarily request an unpaid leave of
16 absence for a semester or longer for other than health reasons shall be
17 terminated as Consulting Teachers and must reapply for the position.
18

19 9. Responsibilities performed by Consulting Teachers pursuant to this Article
20 shall constitute neither management nor supervisory functions. The
21 Consulting Teachers shall retain all rights of bargaining unit members.
22

23 **F. PEER ASSISTANCE PROCESS:**
24

25 1. The Referred Participating Teacher shall meet with his/her administrative
26 evaluator according to the deadline dates established by Human Resource
27 Services for the purpose of discussing the traditional evaluation policy,
28 procedures, standards, and expectations. The Referred Participating Teacher
29 and the administrative supervisor shall collaboratively develop written goals
30 and objectives within the prescribed timelines.
31

32 2. Consulting Teachers may work individually with Referred Participating
33 Teachers or as a part of a team of Consulting Teachers. Each Referred
34 Participating Teacher shall receive not less than sixty (60) hours of assistance
35 per year from the Consulting Teacher(s) assigned to work with him/her.
36

37 Consulting Teachers shall assist Referred Participating Teachers by
38 demonstrating, modeling, observing, coaching, conferencing, and referring or
39 by other activities which in the professional judgment of the Consulting
40 Teacher would support the Referred Participating Teacher in strengthening
41 his/her skills. A concerted effort shall be made to limit the number of
42 Participating Teachers with whom a Consulting Teacher shall work to two (2)
43 or fewer.
44

45 3. The Consulting Teacher shall meet with his/her assigned Referred
46 Participating Teacher by the end of the fourth week of the school year. The

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- purposes of this meeting shall be to discuss the Peer Assistance and Review Program, to establish mutually agreed upon performance goals, to begin developing the specific components of a written individualized assistance plan, and to agree to a process for determining the successful completion of the Peer Assistance and Review Program.
4. The Consulting Teacher shall conduct multiple observations of the classroom performance of the Referred Participating Teachers to whom he/she is assigned. The Consulting Teachers shall conduct pre and post-observation conferences with the Referred Participating Teachers.
 5. The Consulting Teacher shall monitor the progress of the Referred Participating Teacher to whom he/she is assigned and shall provide written reports no less than once each school month to the Referred Participating Teacher for discussion and review and to the Peer Assistance and Review Panel for the purpose of keeping the Panel apprised of the Referred Participating Teacher's level of performance.
 6. The Consulting Teacher shall continue to provide assistance to the Referred Participating Teacher until the Consulting Teacher and the supervising administrator determine the teaching performance of the Referred Participating Teacher is consistently satisfactory or further assistance will not result in satisfactory performance.
 7. At least four weeks prior to the deadline date for the submission of the teacher's final evaluation, a copy of the Consulting Teacher's Summary Report shall be given to the Referred Participating Teacher, the supervising administrator, and the Peer Assistance and Review Panel. A copy bearing the signature of the Referred Participating Teacher indicating acknowledgment of receipt shall be retained in the site file.
 8. The Referred Participating Teacher may request to appear before the Peer Assistance and Review Panel and to be represented in the meeting by an Association representative.
 9. As indicated above, a copy of the Summary Report shall be placed in the personnel file of the Referred Participating Teacher, and the document may be reflected in the final evaluation of the Referred Participating Teacher.
 10. Deadline dates for each step in the Peer Assistance and Review process shall be developed by Human Resource Services and agreed to by TALB and distributed to all sites at the beginning of the school year along with evaluation guidelines.

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G. ANNUAL STIPEND FOR CONSULTING TEACHERS:

1. Consulting Teachers shall be provided release time for all activities conducted during the school day related to Peer Assistance and Review. Peer Assistance and Review Consulting Teachers shall receive an annual stipend. This stipend shall not be counted as salary or wages for employer contributions or employee benefits under the State Teachers Retirement System/Public Employees Retirement System.
2. The stipend shall be paid at the calendar quarter. Federal and State income taxes will be deducted from each stipend payment as required by law.
3. The annual stipend shall be prorated if the employee cannot or chooses not to complete the Consulting Teacher duties according to the Peer Assistance and Review Agreement.
4. The annual number of hours of service required of a Consulting Teacher outside the school day shall be one hundred twenty (120).

H. CONTINUATION OF THE PEER ASSISTANCE AND REVIEW PROGRAM:

1. District participation shall be contingent upon receipt by the District of sufficient sums to which it is entitled to pay fully the cost of the program.
2. There will be no encroachment of the general fund of the District to fund the Peer Assistance and Review Program.