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**ARTICLE XII**

**Evaluation Procedure**

- A. **FREQUENCY.** Evaluation and assessment of the performance of employees shall be made on a continuing basis at least once each school year for temporary and probationary personnel and at least once every other year for employees with permanent status.
- B. **EVALUATOR.** The evaluator shall be the employee's immediate manager and/or another administrator designated by the manager, by the Superintendent, or by his designee.
- C. **DEADLINES.** It is agreed that deadlines specified in this Article, except for the date of the final evaluation, may be extended by the number of days the evaluatee or the evaluator is absent from the work site during the identified time periods. Any change in specified deadlines will be noted in writing by the evaluator along with reasons for the change in deadline.
- D. **NOTIFICATION OF EMPLOYEES.** Employees to be evaluated shall receive a copy of the evaluation procedures within four (4) weeks after the beginning of their school session work year, traditional or year-round calendar. Those employees will be advised of the evaluation policy, procedures, standards, and expectations by their evaluator no later than the end of the fifth school week.  

Standardized test norms shall not be used for teacher evaluation. Personnel shall be judged on the District-adopted evaluation objectives and performance standards. Such objectives and standards shall be in writing and made available to the evaluatee prior to any period in which he/she is evaluated.
- E. **SETTING OF OBJECTIVES.** By the end of the sixth school week each evaluatee shall be responsible for proposing in writing to the evaluator specific objectives and standards to be achieved within areas of performance. The evaluator may propose and/or require additional objectives and standards for each evaluatee in accordance with the position and assignment. Employees will be advised if there is to be a specific area(s) of concentration.  

Within the maximum of seven (7) weeks of the first working day of an assignment all objectives and performance standards shall be finalized, reduced to writing, and signed by the evaluator and evaluatee.
- F. **CONSTRAINTS.** When the total length of teaching experience, the length of duty at one site, the length of time in the assignment, or other factor is considered to be a constraint by the evaluator or the evaluatee, it may be so noted on the appropriate form. Employees, who due to the room utilization patterns on a year-round school

ARTICLE XIII - EVALUATION PROCEDURE (continued)

1 schedule are limited in their ability to prepare the classroom prior to the arrival of  
2 students, are deemed to be working within constraints related to room environment  
3 and classroom management for a brief period of time at the beginning of each on-  
4 track assignment.  
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6 **G. OBSERVATIONS.** Observations shall be both formal and informal. The number  
7 of formal observations shall routinely be three (3). With agreement of both evaluatee  
8 and evaluator the number may be reduced to two (2) or one (1) in cases of obviously  
9 satisfactory performance by tenured employees. Additional observations shall be  
10 conducted when deemed necessary by either the evaluatee or evaluator.  
11

12 1. An observation shall be based upon one (1) or more of the following  
13 components: District goals and objectives, individual school/office goals and  
14 objectives, individual employee goals and objectives and performance  
15 assessment criteria.  
16

17 2. Each formal observation will be followed by a conference which will take  
18 place within five (5) working days.  
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20 3. Formal observations will be summarized on an observation form with a copy  
21 given to the evaluatee within ten (10) working days after the observation.  
22

23 4. Except by mutual agreement, formal observations shall not begin until after  
24 goals and objectives have been agreed upon. In the event that goals and  
25 objectives have not been agreed to, formal observations may begin following  
26 the seventh week of the school year.  
27

28 5. In the event of a less-than-satisfactory observation lesson analysis, the  
29 evaluatee may request an additional formal observation conducted jointly by  
30 the evaluator and another manager selected by the evaluator. The second  
31 manager will be credentialed/certified in the credential/subject/special  
32 services area of the evaluatee's assignment. The subsequent conference and  
33 lesson analysis shall be conducted/developed by both managers.  
34

35 **H. EVALUATION.** An evaluation shall be reduced to writing and transmitted to the  
36 employee no later than thirty (30) calendar days prior to the last school day for K-12  
37 students as identified on the appropriate traditional or year-round school calendar.  
38 The evaluator will hold a conference to review the written evaluation with the  
39 employee at the time of the transmittal of the written evaluation. The evaluatee shall  
40 sign the evaluation form signifying that he/she has read the form and shall be  
41 provided the opportunity to prepare a written response which shall become a part of  
42 the employee's permanent record. There shall be only one (1) final evaluation form  
43 per year which shall become part of an employee's permanent file. This form may be  
44 supported by documentation deemed appropriate by the site manager.  
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ARTICLE XIII - EVALUATION PROCEDURE (continued)

1 I. **IMPROVEMENT OF LESS THAN SATISFACTORY PERFORMANCE.** No  
2 assessment of "unsatisfactory" or "needs to improve" shall be introduced on an  
3 evaluatee's evaluation form which has not been first formally called to his/her  
4 attention in a written report. Time shall be allowed, when practicable, from the date  
5 of the written report where the deficiency is first noted and the date of the next  
6 evaluation when the deficiency is formally cited to allow for correction of said  
7 deficiencies. Upon formally citing a condition(s) of less-than-satisfactory  
8 performance, the evaluator shall thereafter confer with the evaluatee and during the  
9 conference make specific recommendations as to areas of improvement in the  
10 evaluatee's performance. In the case of instructional deficiencies, the evaluator will  
11 offer direct assistance and/or additional resources as the evaluator deems appropriate  
12 to implement the specific recommendations.

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14 Nothing in this Section shall be interpreted as limiting the ability of the District to  
15 take immediate action in the case of an extremely serious or egregious circumstance  
16 as identified in Education Code, Section 44932.

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18 J. **PERSONNEL FILE.** Each employee shall have the right, by appointment, to  
19 review the contents of his/her personnel file. Such appointment will normally be  
20 scheduled within ten (10) working days of the request, except that during unusually  
21 concentrated work periods, it may be postponed with the approval of the Assistant  
22 Superintendent, Human Resource Services. A representative of the Association at  
23 the teacher's request may accompany the teacher in this review. Such review by the  
24 employee shall be permitted twice per year before or at the end of the duty day when  
25 instructional duties have been completed.

26  
27 Negative or derogatory materials will be processed in accordance with Education  
28 Code, Section 44031, which states that information of a derogatory nature shall not  
29 be entered or filed unless and until the employee is given notice and an opportunity  
30 to review and comment thereon. An employee shall have the right to enter, and have  
31 attached to any such derogatory statement, his own comments thereon.

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33 K. **GRIEVABILITY.** Any grievance arising out of the foregoing procedures shall be  
34 limited to a claim that the procedure has been violated.

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36 L. **PARENT/GUARDIAN COMPLAINT.** When a parent or guardian complaint  
37 regarding an employee filed pursuant to Education Code, Section 35160.5 is  
38 terminated at any level or is not sustained by the Board of Education, the Board shall  
39 direct that all written documentation relating to the complaint be destroyed pursuant  
40 to procedures provided for in Title V of the California Administrative Code.

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