

ARTICLE 11 - PROCEDURES FOR EVALUATION OF UNIT MEMBERS

This process applies to all unit members except as noted in Sections 11.3.

11.1 Purpose of Evaluation

The primary purpose of evaluation of unit members is to improve the instructional process and/or the educational services provided to students. Each teacher is a unique personality and achieves rapport with students through that personality or "style." The unique contribution that each teacher brings is valued and is intended to be enhanced rather than inhibited by the evaluation process. Evaluation is a continuing, dynamic process during which a written report is compiled at certain pre-determined times.

11.2 Evaluation Frequency/Process

11.2.1 Every unit member shall be evaluated annually under evaluation Process A, except for permanent unit members whose most recent final evaluation contains an overall performance rating of (satisfactory) "**exceeds/meets standards.**"

Permanent unit members whose most recent final evaluation contains an overall performance rating of satisfactory **exceeds/meets standards.** shall be evaluated every other year under Process B. Permanent unit members who have been with the school district 10 years, are highly qualified, as defined in 20 U.S.C., Section 7801, and whose previous evaluation rated the employee with an overall performance rating of "satisfactory" "**exceeds/meets standards.**" shall be evaluated every five year(s) under Process B if the evaluator and certificated employee being evaluated agree. The certificated employee or the evaluator may withdraw consent at any time. However, Process A shall be utilized for unit members in their second year of permanent status and/or unit members who change job categories.

~~Two major evaluation procedures are self evaluation and classroom observations by the evaluator.~~ **Evaluation procedures will be based on the Unit Member's Evaluation Plan and shall include: Observations, Implementation of Action Plan, and monitoring of Student Progress.**

11.2.2 Process A

No later than October 15, the evaluator and the unit member shall jointly select three standards from the six California Standards for the Teaching Profession and complete the ~~appropriate form (Attachment 2).~~ **Unit Member's Evaluation Plan.** The evaluator and the unit member shall jointly create three objectives, one for each of the standards jointly selected. In the event the parties cannot agree on three objectives, each party shall select two (2) objectives for a total of four (4) objectives.

The evaluator and the unit member shall also jointly determine ~~which objectives will be emphasized at the first formal observation. The objectives to be observed may be changed by mutual agreement.~~ **the evidence that will be used in the Unit Member's Evaluation Plan.**

~~The final evaluation shall be based on at least two (2) formal observations of the unit member. The first formal observation shall occur no later than~~

December 1. The second formal observation shall occur no later than March 1. **evidence collected in accordance with the Unit Member's Evaluation Plan.**

No later than December 15, the unit member shall be given a Progress Report stating progress toward the selected Standards. If Area(s) of Concern are noted on the Progress Report, the unit member shall be given the Progress Report in a conference, no later than December 15.

At the post-observation conference following the first formal observation, the evaluator and the unit member shall jointly determine which objectives will be emphasized at the second formal observation. The objectives to be observed may be changed by mutual agreement. **Prior to each observation, the manager/evaluator and the unit member shall jointly determine which objectives will be emphasized.**

11.2.3 Process B

No later than October 15, the evaluator and the unit member shall jointly select one standard from the six California Standards for the Teaching Profession and complete the appropriate form (Attachment 2). **Unit Member's Evaluation Plan.** The evaluator and the unit member shall jointly create one objective. In the event that the parties cannot agree on one objective, each party shall select one (1) objective for a total of two (2) objectives.

The written evaluation report shall be based on self-evaluation and may include classroom observation(s) and/or other mutually acceptable evaluation techniques. If classroom observation(s) are used as the basis for the evaluation report, the observations shall comply with the standards defined in Process A except that the parties may agree to a different number of observations and a different timeline for the observation(s).

The final evaluation shall be based on evidence collected in accordance with the Unit Member's Evaluation Plan.

11.2.4 Manager/Evaluator Initiated Movement Between Processes

Prior to the last student day before Spring Break, a Progress Report stating area(s) of concern and support provided must be given to a unit member by the evaluator/manager before the movement may be initiated between processes.

To initiate movement of a unit member from Process B to Process A, the unit member must receive written notice from the manager prior to his/her last workday. The notice shall include:

11.2.4.1 specific concerns with examples where appropriate, citing the appropriate California Standard(s) for the Teaching Profession and element(s) which may be other than those selected under Process B, and

11.2.4.2 a statement that the unit member will be evaluated by Process A the following school year.

If a concern arises following the Spring Break deadline, an immediate conference will be held where the Unit Member will be given a progress report by evaluator/manager. The concern(s) noted at that time may be used for the unit member's subsequent evaluation.

If a unit member receives a final evaluation under ~~Process A~~ **either Process A or Process B** with a rating of unsatisfactory, this shall be deemed to comply with the notice required in this section.

11.2.5 Observations

If an observation, either ~~formal or informal~~ **scheduled or unscheduled**, is to be used as a basis for a final evaluation, it shall be in accordance with the following provisions.

11.2.5.1 A ~~formal~~ **scheduled** observation is defined as a classroom observation preceded by at least 24 hours notice to the unit member.

11.2.5.2 All observations shall be documented on the ~~Observation Form (Attachment 2)~~. **Observation Notes and Post Lesson Observation Form.**

11.2.5.3 Classroom observations shall be a minimum of twenty (20) consecutive minutes.

11.2.5.4 A post-observation conference will be held within four (4) working days of each observation. The post-observation conference may be postponed by mutual agreement.

11.2.5.5 Each written observation report shall be based on at least one classroom observation by the evaluator.

11.2.5.6 The observation report may include self-evaluation by the unit member.

11.2.5.7 All observation report(s) shall be attached to the final evaluation.

An ~~informal~~ **unscheduled** observation is defined as a classroom observation which complies with all of the provisions of this section except for 11.2.5.1.

11.3 Notice of Evaluation

All Unit Members Except Adult Hourly

11.3.1 No later than the third Friday in September, the manager/designee shall inform those unit members who are to be evaluated **and notify the unit member as to the identity of his/her evaluator.** In the case of the unit member who works at more than one site he/she shall be evaluated at the site where he/she spends the majority of his/her time. If a unit member's time is equally divided between sites, the District shall designate the evaluator and shall notify the unit member as to the identity of his/her evaluator.

11.3.2 Evaluation of unit members teaching at least twenty (20) hours per week and with less than three (3) years teaching in the hourly program shall be completed at least once a year. Unit members teaching at least twenty (20) hours per week and more than three (3) years teaching in the hourly program shall be evaluated every other year. The evaluation process shall be completed within a selected trimester. Those unit members who teach up to nineteen (19) hours per week shall be evaluated every other year upon request by the unit member. No later than the third Friday of September, the manager/designee shall inform those unit members who are to be evaluated.

11.4 Selection of Objectives

The evaluation objectives shall be based upon the California Standards for the Teaching Profession, but shall not be the California Standards for the Teaching Profession themselves.

The Standards and Elements are included as Attachment G.

The evaluation shall not include the use of publishers' norms established by standardized tests or Individual Educational Plans.

11.5 Designing a Plan to Accomplish the Objectives

The evaluator and the unit member shall jointly design a plan using the appropriate Evaluation Plan Form (~~Attachment 2~~) for accomplishing the selected objective(s).

11.6 The Evaluation Report

In Process A the evaluator has the responsibility to prepare the evaluation report, with input from the unit member. The Final Evaluation Report (~~Attachment 2~~) **shall be based on evidence collected in accordance with the Unit Member's Evaluation Plan, and** shall include the evaluation objective(s), the unit member's self-evaluation, comments by the evaluator, and an overall rating. The report shall be signed by both parties.

In Process B the evaluator and unit member have joint responsibility to prepare the evaluation report. The Final Evaluation Report (~~Attachment 2~~) **shall be based on evidence collected in accordance with the Unit Member's Evaluation Plan, and** shall include the evaluation objective(s), the unit member's self-evaluation, comments by the evaluator, and an overall rating. The report shall be signed by both parties.

Hearsay statements shall be specifically excluded from any and all evaluations. "Hearsay" is defined as information that has not been obtained through direct observation by the evaluator and has been processed as required by Article 12, Complaints.

11.7 Overall Evaluation

At the bottom of the evaluation report the evaluator shall indicate a composite or total evaluation of the unit member by checking one of two ratings:

11.7.1 Satisfactory **Exceeds/ Meets Standards**

11.7.2 Unsatisfactory

A composite unsatisfactory rating for permanent unit members shall be preceded by the following:

- (a) Written notice as provided in Section 11.2.4 prior to the end of the previous school year; or
- (b) At least one (1) observation and written notice as provided in Section 11.2.5 no later than December 1 of the school year in which the teacher is being evaluated.

11.8 Improvement Program

Permanent unit members who have received an overall unsatisfactory evaluation shall be required to participate in an improvement program and shall be referred to the ~~Peer Assistance and Review Program~~ **Teacher Support Plan Program** (PAR) as long as that program remains specifically funded by the state, whether funded in a block grant or as a stand alone program and only state funds for PAR will be used to support the PAR program. The program shall specifically address the unsatisfactory issues. The improvement program may include but not be limited to:

- 11.8.1 Recommendations for improvement
- 11.8.2 Assistance to implement the recommendations
- 11.8.3 Means of measuring unit member's improvement
- 11.8.4 Release time when required by the nature of the program

Unit members required to participate in an improvement program shall not be required to expend non-duty time nor money.

11.9 Completion Date

The evaluation report shall be completed no later than 30 calendar days (20 calendar days for adult hourly certificated unit members) prior to the end of the school year, except that with the concurrence of both parties, the report may be completed as late as June 30 of the given year.

11.10 Evaluation of Temporary Teachers

Temporary teachers under contract for a minimum of 138 days, and whose initial date of employment is after the beginning of the school year, shall be evaluated as described above, except that they:

- (a) shall be informed of the process within ten (10) working days after beginning the assignment,
- (b) shall have two objectives chosen within fifteen (15) working days after beginning the assignment, and
- (c) their evaluations shall be completed no later than ten (10) working days prior to the end of their assignment.