

EVALUATION/SUPERVISION

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)

Certificated staff shall receive information regarding the district's evaluation criteria and procedures upon employment with the district and whenever the negotiated contract is revised.

Certificated employee performance shall be evaluated and assessed on a continuing basis, at least once a year for probationary staff and at least every other year for permanent staff. Permanent employees who receive an unsatisfactory evaluation shall be assessed annually until they receive a satisfactory evaluation or are separated from the district. (Education Code 44664)

Probationary teachers shall be formally observed and given constructive feed back at least three times per year and more often when necessary, as part of the evaluation process. Within five school days of each formal observation, a conference shall be held between the evaluator and the probationary teacher.

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

1. Students' progress toward district standards of expected 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.
2. The instructional techniques and strategies used by the employee.
3. The employee's adherence to curricular objectives
4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.

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

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 teacher standards approved by the Board pursuant to Education code 44662, the Superintendent or designee shall so notify the employee in writing and 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 instructional 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 objective. (Education Code 44664)

Any employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the district's peer assistance and review program. (Education Code 44664)

Results of an employee's participation in the peer assistance and review program shall be made available as part of the employee's evaluation. (Education Code 44662)

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)

COMPETENCY OF TEACHER EVALUATORS

Certificated

Members of the certificated management staff who evaluate teaching personnel must have met district standards as specified below to be certified as a competent evaluator of teaching personnel:

A. Academic Qualifications

1. An earned Master's Degree or advanced degree of equivalent standard from an accredited college or university.
2. Evidence of university level course work in human relations, techniques of supervision and communication skills. Experience in the above areas may be accepted in lieu of college work.

B. Professional Knowledge and Skills

1. Satisfactory evaluations in the following areas:
 - a. Evidence of professional growth in teacher supervision and evaluation skills.
 - b. Indication of capacity to lead, direct and supervisor fellow workers.
 - c. Ability to make effective oral and written presentations.

C. Experience

1. Completion of at least three (3) years of not less than 150 days each year of successful active service in positions requiring certification as a teacher or as an administrator.

D. Credentials

1. One of the following valid California credentials registered with the Office of the County Superintendent of Schools:
 - a. General Administration Credential
 - b. Secondary Administration Credential
 - c. Standard Administration Credential

The Superintendent will submit for certification to the Board of Trustees on or before September 1, each year a list of management personnel whose duties include the evaluation of teaching personnel and who meet the above certification requirements.

This regulation shall be reviewed annually.

LEGAL REFERENCE**CALIFORNIA EDUCATION CODE**

35160.5 Adoption of Rules and Regulations