

**PERRIS UNION HIGH SCHOOL DISTRICT  
 CERTIFICATED EVALUATION FORM  
 Teacher on Special Assignment (TOSA)**

Tenured:   
 Probationary:  1st  2nd  
 Other:   
 not eligible for tenure

Employee Name:  
 Work Site:  
 School Year:

Scale: **M**=Meets Standards      **N**=Needs Improvement      **U**=Unsatisfactory      **NA**=Not Applicable

In the areas of evaluation below, check off your rating of the employee based on the above scale in the boxes provided. A Needs Improvement” or an “Unsatisfactory" rating must be accompanied by specific written suggestions to improve performance (use Improvement Plan).

<b>Standards of Professional Performance</b>	<b>M</b>	<b>N</b>	<b>U</b>	<b>NA</b>
<b>Standard 1: Preparation and Planning</b>				
Element 1.1 Attends workshops and conferences necessary in the preparation and planning of state and federal programs				
Element 1.2 Updates and maintains CSIS records				
Element 1.3 Coordinates state and federal testing				
Element 1.4 Works with sites to ensure that site demographics are accurate and complete				
Element 1.5 Maintains current categorical budgets				
Element 1.6 Coordinates site review processes (School Site Plan, Categorical Program Monitoring, etc.)				
Element 1.7 Provides the leadership to ensure that SSC and CPM activities occur in a timely and effective manner				
Element 1.8 Maintains ongoing communication with site categorical leads				
Element 1.9 Maintains necessary information for completion of the Consolidated Application				
Element 1.10 Attends workshops and conferences necessary in the preparation and planning of state and federal programs				
<b>Standard 2: Program Management</b>				
Element 2.1 Coordinates Literacy and Accelerated Reader programs				
Element 2.2 Coordinates staff development opportunities which directly relate to student performance				
Element 2.3 Coordinates the CCR process at the school site				
Element 2.4 Coordinates English Language Learner and Migrant programs				
Element 2.5 Facilitates parent mailings for STAR, CAHSEE, and CELDT				
Element 2.6 Coordinates Title II and Title II technology				
Element 2.7 Coordinates LEA Plan development, monitoring, and revisions				
Element 2.8 Coordinates the CPM process at the district office				
Element 2.9 Maintains appropriate documents, reports and correspondence within the state and federal programs				
Element 2.10 Coordinates District Advisory committee activities				
Element 2.11 Coordinates district wide parent/community activities				
Element 2.13 Conducts effective program evaluation of state and federal programs				
Element 2.14 Coordinates the Academic Assessment Program and Assistive Technology				
Element 2.15 Coordinates staff development opportunities which directly relate to student performance and special education procedures				
Element 2.16 Coordinates the Collaboration/Consultation process at the school sites				

<b>Standards of Professional Performance, (con't.)</b>	<b>M</b>	<b>N</b>	<b>U</b>	<b>NA</b>
<b>Standard 3: Program – Site/District Directed Responsibilities</b>				
Element 3.1 Prepares and maintains required records				
Element 3.2 Keeps accurate and up to date inventories				
Element 3.3 Submits state and federal reports in a timely fashion				
Element 3.4 Keeps accurate and up to date district wide assessment data on Special Education Students				
<b>Standard 4: Professionalism</b>				
Element 4.1 Establishes and maintains effective communications with parents/students/staff				
Element 4.2 Provides non-classroom supervision when applicable				
Element 4.3 Maintains a professional demeanor at all times				
Element 4.4 Displays empathy and respect for students				
Element 4.5 Displays respect for staff and administration				
Element 4.6 Adheres to contractual hours of employment				
Element 4.7 Participates in professional growth and staff development activities				
Element 4.8 Establishes and maintains productive working relationships				

**5. Overall Evaluation:**

a. Commendations:

b. Recommendations:

**6. Improvement Plan:** This employee performs professional duties conducive to the academic, social, and emotional needs of all students.

- Yes     No     Needs to improve

Date scheduled to review Improvement Plan (if needed):

**7. Employment Status Recommendation:**

**8. Five-Year Evaluation:**

- Employee requests an initial five-year evaluation: Yes  No
- Evaluator approves based on established criteria in Education Code Section 44664: Yes  No
- Assistant Superintendent gives final approval: Yes  No

\_\_\_\_\_  
Signature, Asst. Supt. – Human Resources

Evaluatee's signature does not indicate endorsement of the evaluation but is recognition that discussion has taken place. Unit member may submit a letter of rebuttal to evaluation, if they so desire.

\_\_\_\_\_  
TOSA's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

Pink: Employee