



PROVISIONS RELATING TO ALL EMPLOYEES

ADMINISTRATIVE REGULATION – EVALUATION/SUPERVISION

AR 4115

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

The County Superintendent of Schools 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)

Frequency of Evaluations

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

Each certificated employee with permanent status shall be evaluated and assessed at least every other year. If the employee receives an unsatisfactory or needs to improve evaluation in any standard area, the employee shall be annually evaluated until the employee achieves a positive evaluation or is separated from the SBCEO. (Education Code 44664)

Alternatively, a permanent employee who has been employed by the SBCEO at least 10 years and who was rated in the employee's previous evaluation as meeting or exceeding standards shall be evaluated at least every five years, if the employee and the evaluator so agree. Either the evaluator or the employee may withdraw consent for the alternative schedule at any time. (Education Code 44664)

Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

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)

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 teaching standards approved pursuant to Education Code 44662, the County Superintendent of Schools or designee shall so notify the employee in writing and shall describe the unsatisfactory



performance. The County Superintendent of Schools or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in the employee’s performance. (Education Code 44664)

The County Superintendent of Schools or designee may require any certificated 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 SBCEO's instructional objectives. (Education Code 44664)

Qualifications of Evaluators

The County Superintendent of Schools or designee shall assign the program administrator or other appropriate supervisory personnel to evaluate certificated staff. The County Superintendent of Schools or designee shall ensure that the evaluator:

1. Possesses a valid administrative credential
2. Is competent in the instructional methodologies used by the teachers being evaluated
3. Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Is familiar with SBCEO curriculum priorities and practices, SBCEO standards for student progress, and SBCEO policies and procedures related to personnel supervision, performance evaluation, and staff development

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Management Resources

Commission on Teacher Credentialing
 Publication
 Website
 Website
 Website
 Website

Description

California Standards for the Teaching Profession, 2009

[National Board for Professional Teaching Standards](#)
[CSBA](#)
[Commission on Teacher Credentialing](#)
[California Department of Education](#)

State

Ed. Code 33039
 Ed. Code 35171
 Ed. Code 44660-44665

 Gov. Code 3543.2

Description

State guidelines for teacher evaluation procedures
 Availability of rules and regulations for evaluation of performance
 Evaluation and assessment of performance of certificated employees
 Scope of representation

ADOPTED BY COUNTY SUPERINTENDENT: September 1, 2022
 REVISED: