

EVALUATION/SUPERVISION

Employee Evaluation

Certificated hourly teachers shall be evaluated at least once every year or at the discretion of the employee's supervisor if more frequent evaluations are warranted.

It is the responsibility of the employee's supervisor to schedule the evaluation conference.

1. Employee Evaluation

Baldy View Regional Occupational Program (ROP) certificated hourly teachers shall be evaluated using the "Teacher Evaluation" Form, which shall be completed by the immediate supervisor.

2. Process for Evaluation Conference

a. Criteria for conducting the evaluation may be one of the following options:

- (1) Evaluator(s) and evaluatee jointly discuss each item together.
- (2) Evaluatee can request that the evaluator's supervisor be present as an observer.
- (3) Evaluator(s) can request that their supervisor be present as an observer.
- (4) Evaluatee can request that the evaluator's supervisor or a third party of mutual choice be present as an unbiased third party to facilitate any disagreements.

b. Those evaluations that the employee agrees with will be signed by the supervisor, the Superintendent and placed in the employee's personnel file.

3. Process for Resolving Disagreements from Evaluations

a. Procedures for resolving disagreements regarding evaluations are as follows:

- (1) Employee should sign evaluation that they disagree with and make any written comments they so desire. These written comments will be attached to the evaluation in question and become part of the record.
- (2) Employee can request in writing a hearing with the evaluator and the evaluator's supervisor within 10 working days of the initial evaluation to discuss the areas of disagreement.

EVALUATION/SUPERVISION (continued)

- (3) If after this meeting, the evaluatee is still dissatisfied, they may within 10 working days request in writing a hearing with the Superintendent to appeal the evaluation or discuss the previous meetings.
- b. Upon completion, evaluations and attachments, if any, will be reviewed by the evaluator's supervisor prior to their return to the personnel file and will become a permanent record.