



## PERSONNEL – MANAGEMENT AND SUPERVISORY EMPLOYEES

### BOARD POLICY – EVALUATION/SUPERVISION

BP 4315

The County Board of Education and the County Superintendent of Schools believe that regular, comprehensive evaluations designed to hold administrative and supervisory staff accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the SBCEO's vision and goals and school improvement plans.

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the County Superintendent of Schools expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

Administrative and supervisory employees shall be evaluated in accordance with provisions of employee contracts and/or applicable collective bargaining agreements as appropriate.

The County Superintendent of Schools or designee shall make written evaluation procedures available to all administrative and supervisory employees.

An employee shall be evaluated annually for the first, second, and third years of employment as an administrator or supervisor in the SBCEO, and at least every two years thereafter, unless otherwise provided for in an employee contract or collective bargaining agreement. Evaluations may occur between scheduled periods at the request of the employee, the employee's supervisor, or the County Superintendent of Schools or designee.

The County Superintendent of Schools or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position.

Evaluation criteria for certificated school program administrators may be based on the California Professional Standards for Educational Leaders (CPSEL) and also may include, but not be limited to, evidence of: (Education Code 44671)

1. Academic growth of students, based on multiple measures which may include student work as well as student and school longitudinal data that demonstrate academic growth over time.

Assessments used for this purpose shall be valid and reliable and used for the intended purposes and for the appropriate student populations. Local and state academic assessments may include, but are not limited to, state standardized assessments and formative, summative, benchmark, end-of-chapter, end-of-course, Advanced Placement, International Baccalaureate, college entrance, and performance assessments.

2. Effective and comprehensive teacher evaluations, including, but not limited to, curricular and management leadership, ongoing professional development, teacher-principal teamwork, and professional learning communities
3. Culturally responsive instructional strategies to address and eliminate the achievement gap
4. The ability to analyze quality instructional strategies and provide effective feedback that leads to instructional improvement
5. High expectations for all students and leadership to ensure active student engagement and learning
6. Collaborative professional practices for improving instructional strategies
7. Effective school management, including personnel and resource management, organizational leadership, sound fiscal practices, a safe campus environment, and appropriate student behavior
8. Meaningful self-assessment to improve as a professional educator, which may include, but not be limited to, a self-assessment based on the CPSEL and the identification of areas of strengths and areas for professional growth to engage in activities to foster professional growth
9. Consistent and effective relationships with students, parents/guardians, teachers, staff, and other administrators

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

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**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 Professional Standards for Educational Leaders, February 2014  
[CSBA](#)  
[Commission on Teacher Credentialing](#)  
[California Department of Education](#)  
[Association of California School Administrators](#)

**State**

Ed. Code 35171  
 Ed. Code 44660-44665  
 Ed. Code 44670-44671  
 Ed. Code 45113  
 Gov. Code 3540.1  
 Gov. Code 3543.2

**Description**

Availability of rules and regulations for evaluation of performance  
 Evaluation and assessment of performance of certificated employees  
 Principal evaluation  
 Notification of charges, classified employees  
 Public employment definitions  
 Scope of representation

Gov. Code 3545

Appropriateness of unit; basis

ADOPTED BY COUNTY BOARD: September 1, 2022  
REVISED: