

**RIVERSIDE UNIFIED SCHOOL DISTRICT**  
**and**  
**RIVERSIDE CITY TEACHERS ASSOCIATION**

**MEMORANDUM OF UNDERSTANDING**

**March 9, 2019**

**For the 2019-20 school year, ARTICLE XIII is amended to read:**

**ARTICLE XIII - EMPLOYEE EVALUATION PROCEDURES**

**Section 1 – Employee Evaluation**

- A. Every non-permanent and Preschool/Headstart Program Teacher shall be evaluated by the employee's evaluator in writing at least once each school year no later than sixty (60) calendar days prior to the end of the employee's instructional year. (See Article XXV for Continuous School Program [CSP] language, which is suspended). Such employee shall have his/her first formal classroom observation prior to sixty (60) instructional days from the first day of the school year.
- B. Every permanent employee shall be evaluated by the employee's evaluator in writing at least every other year no later than thirty (30) calendar days prior to the end of the employee's instructional year. (See Article XXV for CSP language, which is suspended). Permanent employees remaining in the same general assignment and receiving an overall level of performance rating of proficient or distinguished evaluation for one (1) year shall not normally be evaluated in the succeeding year. Such an employee may be scheduled for evaluation based upon justifiable reason(s) communicated to the employee in writing.
- C. By mutual agreement between the employee and the evaluator, the employee may be evaluated once every five (5) years if the employee meets all of the following criteria:
1. The employee must have obtained permanent status as a certificated employee in the District;
  2. The employee must have been employed as a certificated employee in the District for at least ten (10) years;
  3. The overall level of performance of the employee's most recent evaluation is proficient or distinguished.

The evaluator or the employee may withdraw consent of this agreement prior to the date designated for the identification of the primary evaluator of the employee. Withdrawal of consent in accordance with this Article is not subject to the grievance process.

- D. An employee will have only one (1) primary evaluator, who shall be designated twenty (20) instructional days from the first day of the school year. (See Article XXV for CSP language, which is suspended)

## **Section 2 – Evaluation Procedures**

- A. **Preschool/Headstart Program Teachers** will be evaluated in accordance with program requirements.

Pre-conferences and post-conferences are part of the evaluation process. A follow-up conference between the evaluatee and the evaluator shall occur within five (5) work days following a classroom observation if the evaluator has noted any basic or unsatisfactory levels of performance.

- B. **Non-teaching Employees**: Non-teaching staff are those members without teaching assignments included in their daily schedule, such as counselors, school nurses, psychologists, staff development specialists and teachers on special assignment.

The District shall evaluate and assess non-teaching employee competency with respect to any matters as it relates to each of the following:

1. Adherence to Established Procedures
  - (a) Implements developed services and programs
  - (b) Plans for and implements school-wide procedures and Board policy
  - (c) Maintains required records accurately and in a timely manner
  - (d) Follows appropriate channels on school and district matters
2. Fulfillment of Responsibilities to Students, Parents and Staff
  - (a) Assists other staff with identified student needs
  - (b) Completes tasks and carries out responsibilities in a timely manner
  - (c) Is accessible to staff, students and parents
  - (d) Communicates effectively with parents, students and staff

- (e) Discreet in the use of confidential information
  - (f) Works cooperatively with staff
3. Demonstrated Knowledge and Skills of the Assignment
- (a) Maintains current knowledge related to assignment and utilizes in the best interest of students
  - (b) Demonstrates knowledge related to assigned responsibilities
  - (c) Plans work systematically throughout the year
  - (d) Fulfills adjunct duties and responsibilities

Pre-conferences and post-conferences are part of the evaluation process. A follow-up conference between the evaluatee and the evaluator shall occur within five (5) work days following a classroom observation if the evaluator has noted any basic or unsatisfactory levels of performance.

C. **Teaching Employees:** The District shall evaluate and assess teaching employee competency using the Danielson Framework for Teaching Evaluation Instrument.

**Danielson Framework:**

Domain 1: Planning and Preparation

- 1a - Demonstrating Knowledge of Content and Pedagogy
- 1b - Demonstrating Knowledge of Students
- 1c - Setting Instructional Outcomes
- 1d - Demonstrating Knowledge of Resources
- 1e - Designing Coherent Instruction
- 1f - Designing Student Assessments

Domain 2: The classroom environment

- 2a - Creating an Environment of Respect and Rapport
- 2b - Establishing a Culture for Learning
- 2c - Managing Classroom Procedures
- 2d - Managing Student Behavior
- 2e - Organizing Physical Space

Domain 3: Instruction

- 3a - Communicating with Students

3b - Using Questioning and Discussion Techniques

3c - Engaging Students in Learning

3d - Using Assessment in Instruction

3e - Demonstrating Flexibility and Responsiveness

Domain 4: Professional Responsibilities

4a - Reflecting on Teaching

4b - Maintaining Accurate Records

4c - Communicating with Families

4d - Participating in a Professional Learning Community

4e - Growing and Developing Professionally

4f - Showing Professionalism

1. The evaluation of employees shall address all the domains and components and shall provide summative evidence for all of the domains.
2. The evaluation of employees, pursuant to this Article, may include, as permitted by Education Code 44662, the progress of pupils toward the standards of expected student achievement at each grade level in each area of study and, if applicable, the progress of pupils toward state-adopted content standards as measured by state-adopted criterion-referenced assessments. Such evaluation and assessment shall not include the use of publisher's norms established by standardized tests.
3. Components of a Domain Employees who receive three (3) or more basic or unsatisfactory levels of performance ratings in the Components of a Domain (as numbered above in Section 2C) may be rated as basic or unsatisfactory for the overall performance level of that corresponding Domain. Such rating on a Domain must include a written recommendation for improvement and may include an Assistance Plan by the designated evaluator.
4. Final Evaluation Employees who receive two (2) or more basic or unsatisfactory on the Domains overall may receive a basic or unsatisfactory End of Year Overall Performance level on the final evaluation.
5. Classroom visitation shall occur if the employee's classroom performance is to be evaluated.

- a. Pre-Conference

Pre-conferences are part of the evaluation process. It is recommended that pre-conferences be held within five (5) instructional days before the observation day.

- b. Observations

1. Formal Observations

- i. Probationary and temporary employees shall be observed in classroom performance a minimum of two (2) times for at least twenty (20) minutes duration. Both of these observations shall be announced at least two (2) days in advance. At least one (1) day prior to each observation, the employee shall provide to the evaluator a lesson plan reflecting the components in Domain 1.

- ii. Permanent employees shall be observed in classroom performance a minimum of one time for at least twenty (20) minutes duration. This observation shall be announced at least two (2) days in advance. At least one (1) day prior to each observation, the employee shall provide to the primary evaluator a lesson plan reflecting the components of Domain 1.
- iii. If more than three (3) formal observations are needed, the evaluatee shall receive written notification stating specific concerns and the need for remediation.

## 2. Informal Observations (Classroom Visits)

At any time, an administrator can make classroom visits.

### c. Post-Conferences

Post conferences are part of the evaluation process. A follow-up conference between the evaluatee and the evaluator shall occur within five (5) work days following a classroom observation if the evaluator has noted any basic or unsatisfactory levels of performance.

## **D. Evaluation for all Employees**

- i. The employee being evaluated shall sign and be given a copy of the evaluation made on the employee's performance. The signing of the report shall not necessarily indicate that the employee is in agreement with the evaluation, but only that the employee has received it. The employee shall have the right to have attached to the copy of evaluation, which is placed in the employee's personnel file, any written comments the employee desires.
- ii. Prior to any written evaluation in which the employee's performance is at a basic and/or unsatisfactory level of performance, specific recommendations for improvement shall be made to the employee in writing and sufficient time for improvement shall be provided. The employee's evaluator should provide direct assistance to the employee in correcting any noted deficiencies in the performance of the employee.
- iii. At any time an evaluator believes the employee's level of performance is basic or unsatisfactory, the evaluator shall notify the employee in writing,

