Evaluation/Supervision

Adopted: 04/21/1998 **| Last Revised**: 03/18/2025 **| Last Reviewed**: 03/18/2025

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative rule 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 Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties.

Frequency of Evaluations

Certificated employee performance shall be evaluated and assessed on a continuing basis, at least once a year for probationary staff and at least every other year for permanent staff. Permanent employees who receive an unsatisfactory evaluation or a “needs to improve” evaluation shall be assessed annually until they receive a satisfactory evaluation or are separated from the district.

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

Evaluation Results

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests.

Non-instructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities.

Evaluations shall include recommendations for growth or improvement in the employee’s performance. If an employee is not performing satisfactorily according to teacher standards approved by the Board, pursuant to Education Code 44662 the Superintendent or designee shall so notify the employee in writing, describing the unsatisfactory performance. The Superintendent or designee shall also confer with the employee, make specific recommendations as to areas of improvement, and endeavor to provide assistance to the employee in their performance.

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

Non-instructional 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.

The Superintendent 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 district's instructional objectives.

Instructional and non-instructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the evaluation in the employee's personnel file.

Qualifications of Evaluators

The Superintendent or designee shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. The Superintendent 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 district curriculum priorities and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation, and staff development

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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 Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Legal References:

STATE

EDUCATION CODE

33039 State guidelines for teacher evaluation procedures

35171 Availability of rules and regulations for evaluation of performance

44660-44665 Evaluation and assessment of performance of certificated employees

GOVERNMENT CODE

3543.2 Scope of representation

MANAGEMENT RESOURCES

COMMISSION ON TEACHER CREDENTIALING PUBLICATION

California Standards for the Teaching Profession (CSTP), October 2009

WEBSITES

CSBA District and County Office of Education Legal Services https://legalservices.csba.org/#

National Board for Professional Teaching Standards http://www.nbpts.org/

Commission on Teacher Credentialing http://www.ctc.ca.gov/

CSBA http://www.csba.org/#

California Department of Education http://www.cde.ca.gov/

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