Evaluations

APPENDIX H1

Certificated

- Observation(s) and formal evaluation will be based on the California Standards for the Teaching Profession (CSTP)
- **Temporary and Probationary teachers** shall be formally evaluated by the Principal or his/her designee in writing on District forms twice each school year.
- Permanent teachers shall be formally evaluated by the Principal or his/her designee in writing on District forms at least once every other year.
    - Upon mutual agreement with the evaluator, Permanent teachers employed for ten years with the district and receiving three (3) consecutive positive evaluations may be formally evaluated by the Principal or his/her designee in writing on District forms at least every five (5) years (CA Ed Code 44664 (a)(3)).
    - **If the request for a 5-year cycle is denied, a written explanation from the direct supervisor will be provided with specific reasons within ten (10) duty days.**
- ***Prior to September 21:*** Notification of the evaluation process for all teachers being evaluated for the first time.
- ***Prior to October 1:*** Administration will provide teachers with student data to analyze and reflect upon. This information may be used to establish the goal(s) for the year.
- ***Prior to October 15:*** Preliminary Goal Setting of one student learning goal and one **teacher-chosen** professional development goal for ***ALL*** teachers on district form. Non-observed teachers set goal(s) for the year. Observed teachers set preliminary goal(s) for the year. **Time will be provided to complete during admin collaboration.**
- ***Prior to November 1:*** A pre-evaluation conference for all teachers being evaluated during the school year, where the teacher and evaluator shall meet, discuss, and agree upon goals, and reflect on connection to CSTPs.
- ***Prior to December 15:*** Probationary or temporary teachers will have one (1) formal classroom observation, followed by one conference using the observation feedback protocol.

Evaluations

APPENDIX H1

- ***Prior to January 30:*** All teachers will complete mid-year goal reflection. **Time will be provided during admin collaboration.**

- ***Prior to February 15:*** Permanent teachers notified of possible unsatisfactory evaluation. Initiate a Deficiency Improvement Action Plan (DIAP) before the second observation occurs.

- ***Prior to March 1:*** Temporary and Probationary teachers will have at least one (1) additional classroom observation and conference to discuss the second written observation report. Formal evaluation will also be completed with feedback based on the CSTPs.

- ***Prior to April 15:*** Permanent teachers **who are being observed** will have one (1) formal classroom observation, followed by one conference using the observation feedback protocol.

- ***Prior to May 15:*** Observed permanent teachers not on a DIAP will have a formal evaluation conference with feedback based on the CSTPs. The observation and formal evaluation conferences can be combined.

- ***Prior to June 1 :*** All Teachers will complete the final goal reflection. **Time will be provided during admin collaboration.**

- ***June 1:*** All Teacher Evaluations must be submitted to the Personnel Office by the evaluating administrator.

- ***Prior :*** All Teachers will complete the final goal reflection.

NOTE: Nurses, SLPs, and Librarians will meet with their immediate supervisor to mutually agree upon an evaluation tool by the pre-evaluation conference. If they cannot mutually agree, the immediate supervisor will utilize the traditional evaluation process outlined in this Article.

Important:

Additional Certificated evaluation information can be found in the ETA contract, Article 10.1 - 10.4 AND Appendix H.

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