

ARTICLE VIII: PROCEDURES FOR EVALUATION

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Section 1 General Provisions

- 1.1** The District shall provide for the evaluation of all unit members using one of the following formats: (1) Formal Conference evaluation or (2) Self-Assessment evaluation. Probationary unit members shall be evaluated every year using the Formal Conference format. Unit members with permanent status shall be evaluated every other year using the Formal Conference format or the Self-Assessment format if Article VIII, Section 6 is applicable. At the discretion of the principal, permanent status members may skip one evaluation cycle. **Those members who have selected to skip a cycle will be notified by the principal within 30 calendar day following the first work day of the school year for unit members.**
- 1.1.1 Formal Conference evaluations require identification of three (3) standards, and for a classroom teacher, a minimum of three formal classroom observations conducted by the designated evaluator.
- 1.1.2 Self-Assessment evaluation requires agreement between evaluator and unit member regarding three (3) standards to be assessed and assessment methods as described in section 6.2 of this article.
- 1.1.3 A permanent unit member will be on Formal Conference evaluation at least once in every six (6) years.
- 1.1.4 Consulting teachers will be eligible for Self-Assessment, notwithstanding other provisions in this article.
- 1.2 The evaluator shall be any certificated administrator at the same school site as the unit member so designated by district management. Unit members shall not evaluate other bargaining unit members.
- 1.3** **Unit members who are to be evaluated will be so notified by the principal or program administrator within thirty (30) calendar days following the first work day of the school year for unit members or within thirty (30) calendar days of initial employment, whichever is later.** Such notice will contain a brief explanation of evaluation procedures and will include a copy of the Standards, the Key Elements, the Performance Evaluation Rubric (herein referred to as the Rubric) for determining whether or not the Key Elements have been met, and a sample copy of documents and forms to be used. Other bargaining unit members will receive similarly purposed and relevant documents at this same time.
- 1.4 With the exception of classroom teachers assigned to participate in the Partnership Program, unit members scheduled for evaluation will have the right to one (1) change in designated evaluator, provided the request is made after the notification provided in Section 1.3 above and before the preliminary review conference provided in Section 1.5 below. The request shall be in writing.
- 1.4.1 A Referred Teacher will be evaluated by the site principal while participating in the Partnership Program.

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1.4.2 In the case of Redwood Continuation School, the member may request a change of evaluator to an administrator selected by the Assistant Superintendent of Human Resources.

1.5 At least one (1) preliminary conference will be held within fifty (50) calendar days following the first work day of the school year for unit members or sixty (60) calendar days for those on Self-Assessment at which time the evaluator and evaluatee will determine the nature of the assessment that will be done, prepare the Pre Evaluation Conference form and review the manner in which the evaluation will be carried out.

1.5.1 Any Standard on which a teacher referred to the Partnership Program receives a designation of "Not Met" shall be included in the Formal Conference evaluation during the Partnership Program year.

1.6 The Association and the District shall mutually agree to forms used to initiate evaluation goals and objectives and to summarize an annual evaluation. Current forms are included in Exhibit 2 of this Agreement and shall remain in use until modified by mutual agreement.

Section 2 - Assessment Methods

2.1 The California Standards for the Teaching Profession, most recently adopted by the State, shall provide the basis for the evaluation of classroom teachers and shall provide the foundation for assistance provided.

2.1.1 These Standards are adopted for the sole purpose of providing assistance to classroom teachers and recognizing and supporting quality instruction.

2.2 The evaluation of classroom teachers shall be based on three (3) of the six (6) standards agreed to by the evaluator and the teacher in the pre evaluation conference as the designated standards. If there is a difference of opinion in identifying these standards: one (1) Standard shall be identified by the classroom teacher and two (2) Standards by the evaluator.

2.3 With the approval of the principal and in consultation with the evaluatee, the evaluator may substitute an alternative Standard as the designated Standard if a need is so determined. The evaluatee continues to retain the right to select one (1) of the three (3) designated standards pursuant to Section 2.2 of this Article. This action shall be taken by the end of the first quarter.

2.4 In-service training related to evaluation based on the California Standards for the Teaching Profession shall be conducted for administrators and offered to classroom teachers.

Section 3 - Assessment Procedures

3.1 Evaluation will be based upon the Key Elements of the Standards. The assessment methods may include: formal classroom observations, drop-in visits, examples of student work, review of teacher developed lessons and work products, and information relating to teacher implementation of board adopted content standards and standards of student progress adopted by the board.

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- 3.2 The nature of the permanent classroom teacher's assignment, the subject matter, grade level taught and the area in which the teacher has been credentialed will assist in determining the emphasis which will be placed on the Key Elements.
- 3.3 Classroom observations will be a key source of evidence for the teacher evaluation. Ordinarily, teachers on Formal Conference evaluation will be observed on three (3) occasions, or for two full block periods. If after two observations of a permanent classroom teacher, the evaluator determines that all three of the designated standards have been met, then a third required observation may be waived by mutual agreement of the unit member and the evaluator.
- 3.3.1 Non-tenured unit members will have at least the 1st formal observation and post-observation conference prior to the Winter Break.
- 3.4 The duration of at least one classroom observation shall be a full class period. Ordinarily, all other classroom observations pursuant to Section 3.3 shall be for a minimum of forty-five (45) minutes, however, in no circumstances will an observation be less than thirty (30) minutes.
- 3.5 In the event the evaluator observes conditions in the first or second observation that may lead to an "Unsatisfactory" evaluation, the duration of subsequent observation(s) shall be for an entire class period. In the event the evaluator cannot observe for at least 90% of the period, the observation shall be considered a "drop in visit" and an additional observation will be scheduled.
- 3.6 Classroom observations will be scheduled with the unit member at least three days in advance. Observations may be scheduled with less than three (3) days notice by mutual consent. The classroom teacher may request a Pre Observation Conference at the time of notification. The evaluatee will provide the evaluator a completed Observation Planning Form at least one (1) day prior to each formal observation. Observation Planning Forms may be provided with less than one day of notice by mutual consent. The evaluator reserves the right to conduct unscheduled "drop in" visits for those observations that exceed the minimum amount listed in section 3.3 of this article. In the event that the evaluator cancels a scheduled classroom observation, the unit member may waive the requirement to submit a completed Observation Planning Form for the subsequently rescheduled observation. If under these circumstances the Pre-Observation Planning Form is waived, the teacher shall participate in a pre-observation conference.
- 3.7 Classroom observations shall be followed by a conference with written feedback within 10 days of the observation.
- 3.7.1 The post-observation conference shall include feedback on every standard selected for the evaluation including an indication that each Key Elements of the standards was "Met", "Needs Improvement", or "Not Observed".
- 3.8 A unit member shall not be assessed based upon the results of standardized norm referenced test.
- 3.9 A unit member's evaluation shall not be based upon his/her personal life or lifestyle.

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- 3.10 A joint task force shall be established with three representatives from SDTA and three District representatives that will adapt the current evaluation system for non-instructional unit members' evaluation. During the 2016-17 school year, the committee will first focus on Counselors, using the California Standards for the School Counseling Profession or other professional standards. SDTA shares the District's interest in updating the procedures for all non-classroom unit members. These committees will forward recommendations to the full bargaining teams.

Section 4 - Selection of Assessment Methods

- 4.1 The evaluator and evaluatee shall attempt to mutually agree on assessment methods. However, the evaluator shall make the final determination of the actual assessment methods for each evaluatee. If a unit member cannot concur in this determination, s/he shall so advise the evaluator and the immediate supervisor of the evaluator, who shall then confer with both the evaluatee and the evaluator and make a final determination.

The unit member may attach to the final determination his or her disagreement with the evaluator's identified assessment methods.

Section 5 - Final Evaluation

- 5.1 A final overall evaluation rating for a permanent classroom teacher shall only be made when the unit member is found to be "Unsatisfactory." If no unsatisfactory rating is made, the teacher is determined to have satisfactorily completed the evaluation process.

A final overall evaluation for unit members other than classroom teachers shall be determined as "satisfactory" or "unsatisfactory."

- 5.2 A classroom teacher in probationary status will not be given an overall rating on his/her Final Evaluation. Key Elements on the Probationary Teacher Performance Evaluation Form will only be marked "Met" or "Needs Improvement." A classroom teacher in temporary status who is placed on formal conference evaluation may receive an overall rating of "Unsatisfactory."

- 5.3 A standard is determined to have been met if a majority of the Key Elements which support a specific standard have been marked "Met" on a classroom teacher's Formal Performance Evaluation Form.

5.3.1 The Rubric will be used to determine whether or not a Key Element has been met. The Rubric is included as an exhibit in this Agreement.

5.3.1.1 Since the Key Element Rubric performance indicators may be listed more than once in support of a Key Element, consideration will be taken when using such indicators to support evidence of failure to meet a Key Element or a standard.

- 5.4 In preparing the Final Evaluation the evaluator shall rely upon data collected through observations, collection of relevant data as described in Section 3.1, and evaluation conferences with the evaluatee.

- 5.5 An overall Unsatisfactory rating will be determined when the permanent classroom

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teacher fails to meet at least two of the three designated standards. (Or a standard subsequently substituted by the end of the first quarter).

- 5.5.1 An "Unsatisfactory" rating on the final formal evaluation form of a permanent classroom teacher will be accompanied by related and specifically documented evidence on each Standard, which is determined to be "Not Met."
- 5.6 In circumstances where, in the principal's professional judgment, student learning is in serious jeopardy or where the work of others is negatively impacted to a serious degree, a determination of "Unsatisfactory" for a permanent classroom teacher may be made if only one standard is designated as "Not Met."
- 5.7 A rating of Unsatisfactory on the Final Performance Evaluation Form for a permanent classroom teacher shall result in a referral to the Partnership Program.
- 5.8 A copy of the final evaluation shall be given to the unit member no later than 30 calendar days prior to the end of the school year.** The unit member will be given the opportunity to discuss the evaluation with the evaluator. The unit member shall sign the evaluation form signifying only that s/he has read the document and has been provided the opportunity of attaching a written response within ten (10) school days. The evaluation and the response shall be placed in the unit member's personnel file.
- 5.9 The evaluator may recommend that a permanent classroom teacher who does not meet one of the three designated Standards be returned to Formal Conference Evaluation and/or participate in the Partnership Program as a Volunteer Teacher in the succeeding year under either of the following conditions:
1. The teacher has five (5) Key Elements within the three designated Standards determined as "Not Met."
 2. The teacher has a combination of seven (7) or more Key Elements within the three designated Standards determined as "Not Met" or "Needs Improvement."
- In each instance the teacher will return to Formal Conference to work to improve on the designated Standards and Key Elements that were marked "Not Met" or "Needs Improvement." If the teacher volunteers to participate in the Partnership Program, the teacher will meet with the principal between April 1 and May 1 to provide a self-report of his or her participation in the program. No written record will be kept from this meeting.
- 5.10 A unit member assigned to participate in the Partnership Program who is determined to have met at least two (2) standards on his/her concurrent final evaluation during the year of participation will return to the normal two year evaluation cycle unless otherwise determined on the Principal's Recommendation Form.
- 5.11 Procedures for dismissing probationary unit members during the school year are found in Board Policy 4117. Procedures for terminating probationary unit members at the end of the school year are found in Education Code Section 44885(b) and 44929.21.

Section 6 - Self-Assessment

- 6.1 A permanent unit member scheduled for an evaluation who has been determined to have met standards on his/her two most recent evaluations as a permanent employee may request to use the Self-Assessment format. The principal has the right to deny this

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request. The denial must be in writing and state the rationale for the denial.

6.1.1 If a request for Self-Assessment is denied, the unit member has the right of appeal to the Assistant Superintendent, Human Resources. A meeting will be held at which the evaluatee has the right to representation. The decision of the Assistant Superintendent shall be delivered in writing and is final, and not subject to grievance. Any documentation prepared or created during the denial or appeal process shall not become part of the unit member's permanent personnel file.

6.1.2 If self-assessment is denied, the unit member shall be placed on Formal Assessment Format. A unit member denied self-assessment shall have the right to one change in evaluator as describe in Section 1.4. In the case of Redwood Continuation School, the member may request a change of evaluator to a district administrator selected by the Assistant Superintendent of Human Resources.

6.2 Within fifty (50) calendar days following the first work day of the school year for unit members, the unit member and the designated evaluator shall meet and mutually agree upon the standards to be assessed and the assessment methods by completing a Performance Evaluation Form (Form A) Teacher Self-Assessment.

6.3 The teacher will conduct the assessment and forward to the assigned evaluator the completed Self-Assessment Final Report Form. The form will be submitted forty-five (45) calendar days before the end of the school year.

6.4 The evaluator will review the self-assessment and make a final evaluation determination of "Satisfactorily Completed" or "Unsatisfactorily Completed."

6.4.1 The evaluator will return the Self-Assessment Final Report to the unit member within fourteen (14) calendar days after receiving the self-assessment. The unit member will keep one copy and one copy will be placed in the unit member's personnel file along with a copy of Form A. The unit member will have seven (7) Calendar days to respond to any comments made by the evaluator. The unit member's comments will be attached to the final evaluation form before it is placed in his/her personnel file.

6.5 Unit members on Self-Assessment who do not satisfactorily complete the assessment will be placed on Formal Conference evaluation the succeeding school year.

Section 7 – Non Teaching Certificated Employees

7.1 Unit members whose duties are other than a classroom teacher (psychologist, school counselors, librarians, school nurses, special education program specialist, and speech therapists) shall be evaluated on the same cycle as classroom teachers. (See Section I General Provisions).

7.2 Unit members who are to be evaluated will be so notified by the principal or program administrator within thirty (30) calendar days following the first work day of the school year for unit members or within thirty (30) calendar days of initial employment, whichever is later.

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7.3 Non-teaching members of the bargaining unit will focus on those elements of their job performance and goals which are mutually agreed to by the unit member and his/her evaluator.

7.4 **At least on (1) preliminary conference will be held within fifty (50) calendar days following the first work day of the school year** for unit members at which time the evaluator and evaluatee will determine three (3) mutually acceptable goals. These goals should be specific and when possible measurable.

7.5 The evaluator and the evaluatee shall have at least one (1) feedback conference by February 1st of the school year. The evaluatee shall provide evidence of progress on the goals and the evaluator shall provide written feedback on job performance and progress towards goals.

7.6 The Final Evaluation Form shall report that the unit member has “Met” or Not Met” the established goals.

7.6.1 When the goal is marked as “Not Met”, the unit member shall be placed on Formal Evaluation for the following school year and an Improvement Plan shall be developed.

Section 8 – Teachers on Special Assignment

8.1 The Formal Evaluation for a teacher on a part-time special assignment shall be based only on classroom teaching.

8.2 The Formal Evaluation for a teacher on a full-time special assignment shall be conducted pursuant to Section 7 above.

8.3 A teacher on special assignment may be reassigned as a classroom teacher at the discretion of his/her supervisor at the completion of the school year for the following school year. Whenever possible, the teacher will have the right to return to his/her former school site and similar teaching assignment.

Section 9 - Employee Evaluation Complaints

9.1 Unit members who have a complaint about their evaluation shall seek satisfaction at the first step possible through normal channels in the following sequence:

- Evaluator
- Principal or Program Administrator, as appropriate
- Assistant Superintendent, Human Resources and Student Services

The evaluation procedure, but not the content of the evaluation, shall be subject to the grievance procedure of Article X of the Agreement.

Section 10 - Obligations of the District and the Association

The District is obligated to supervise and evaluate unit members. The Superintendent or designee will train administrators in the fine art of supervision and evaluation specifically as it relates to

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the improvement of teaching and learning and the use of the California Standards for the Teaching Profession.

The Association agrees to work in a cooperative manner with the school or District administration in giving whatever assistance may be necessary in order to remediate unsatisfactory performance of a unit member. Nothing in this section obligates the Association to assume any financial responsibility for remediation of performance.

Section 11 - Partnership Peer Assistance Program

The components of the Partnership Peer Assistance Program related to teacher evaluation shall conform to the agreements and procedures contained in this article. SDTA and the District will mutually develop and agree upon all necessary forms and rubrics prior to implementation of Sections 7 and 8. Similarly, SDTA and the District will mutually develop and agree upon rubrics for the most recently adopted CSTPs prior to their implementation in the evaluation of classroom teachers

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