

**Regulation 4115: Evaluation/Supervision**

Status: DRAFT

Original Adopted Date: 10/05/2010 | Last Revised Date: 12/11/2012 | Last Reviewed Date: 12/11/2012

**Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation 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. (Education Code\_35171)

Certificated staff shall receive information regarding the district's evaluation criteria and procedures upon employment with the district and whenever the criteria are revised.

**Frequency of Evaluations**

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code\_44664)

**Each**

In addition, probationary teachers shall be formally observed and given constructive feedback at least once each semester and more often when necessary, as part of the evaluation process. Within five school days after each formal observation, a conference shall be held between the evaluator and the probationary teacher.

The performance of each certificated employee with permanent status shall be evaluated and assessed ~~at~~ on a continuing basis as follows: (Education Code 44664)

1. At least every other year. ~~If~~

1. Annually, if the permanent employee ~~receives~~ has received an unsatisfactory evaluation, ~~he/she shall be~~ **annually evaluated** until he/she ~~achieves~~ receives a ~~positive~~ satisfactory evaluation or is separated from the district. (Education Code 44664)

**Alternatively, a permanent employee who has been employed by the district at least 10 years and who was rated in his/her previous evaluation as meeting**

**Evaluation Criteria**

The Superintendent or ~~exceeding standards shall be evaluated at least every five years, if he/she and the evaluator so agree. Either the evaluator or~~ designee shall assess the ~~employee may withdraw consent for~~ performance of certificated instructional staff as it reasonably relates to the ~~alternative schedule at any time,~~ following criteria: (Education Code ~~44662~~ **44664**)

~~44662)~~

1. Students' progress toward meeting district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments

1. The instructional techniques and strategies used by the employee

1. The employee's adherence to curricular objectives

1. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job

responsibilities. (Education Code 44662)

## Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional 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. (Education Code 44663)

### **Instructional and noninstructional certificated**

Certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

Any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the district's peer assistance and review program. (Education Code 44662, 44664)

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. (Education Code 44664)

### **Qualifications of Evaluators**

**The Superintendent or designee shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. He/she shall ensure that the evaluator:** (Education Code 44664)

1. **Possesses a valid administrative credential**  
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2. **Is competent in the instructional methodologies used by the teachers being evaluated**  
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3. **Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction**  
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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.

### **State References**

### **Description**

Ed. Code 33039	State guidelines for teacher evaluation procedures
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 44660-44665	Evaluation and assessment of performance of certificated employees
Gov. Code 3543.2	Scope of representation

**Management Resources References**

**Description**

Commission on Teacher Credentialing Publication	California Standards for the Teaching Profession, 2009
Website	National Board for Professional Teaching Standards - <a href="https://simbli.eboardsolutions.com/SU/W4hc1FgK0ics8tTmuq7qslshw==">https://simbli.eboardsolutions.com/SU/W4hc1FgK0ics8tTmuq7qslshw==</a>
Website	Commission on Teacher Credentialing - <a href="https://simbli.eboardsolutions.com/SU/cxWNIqRUuIsaq7efc7aH4Q==">https://simbli.eboardsolutions.com/SU/cxWNIqRUuIsaq7efc7aH4Q==</a>
Website	CSBA - <a href="https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==">https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==</a>
Website	California Department of Education - <a href="https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==">https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==</a>

**Cross References**

**Description**

0500	Accountability - <a href="https://simbli.eboardsolutions.com/SU/xCytvVrcYFBnFGHmu2mBFQ==">https://simbli.eboardsolutions.com/SU/xCytvVrcYFBnFGHmu2mBFQ==</a>
4000	Concepts And Roles - <a href="https://simbli.eboardsolutions.com/SU/OD2npGAZCiRik4Mzfor9zA==">https://simbli.eboardsolutions.com/SU/OD2npGAZCiRik4Mzfor9zA==</a>
4100	Certificated Personnel - <a href="https://simbli.eboardsolutions.com/SU/Xyynic3zNyoDNEzFvTcclA==">https://simbli.eboardsolutions.com/SU/Xyynic3zNyoDNEzFvTcclA==</a>
4112.21	Interns - <a href="https://simbli.eboardsolutions.com/SU/QZvPcHT2nD9e0D5yIUlphQ==">https://simbli.eboardsolutions.com/SU/QZvPcHT2nD9e0D5yIUlphQ==</a>
4112.21	Interns - <a href="https://simbli.eboardsolutions.com/SU/hCsg7ffrJXEQu5xkv8JI9Q==">https://simbli.eboardsolutions.com/SU/hCsg7ffrJXEQu5xkv8JI9Q==</a>
4112.6	Personnel Files - <a href="https://simbli.eboardsolutions.com/SU/ZbKyC91DY3CsgslshTWWChauQ==">https://simbli.eboardsolutions.com/SU/ZbKyC91DY3CsgslshTWWChauQ==</a>
4112.9-E(1)	Employee Notifications - <a href="https://simbli.eboardsolutions.com/SU/slshXEwBJdPhVomnqSslshGXCamQ==">https://simbli.eboardsolutions.com/SU/slshXEwBJdPhVomnqSslshGXCamQ==</a>
4113	Assignment - <a href="https://simbli.eboardsolutions.com/SU/sZzMn4gLi6zpKCi8VyJJUA==">https://simbli.eboardsolutions.com/SU/sZzMn4gLi6zpKCi8VyJJUA==</a>
4113	Assignment - <a href="https://simbli.eboardsolutions.com/SU/nuJniXqwYV0Ds3WwJ7z8bg==">https://simbli.eboardsolutions.com/SU/nuJniXqwYV0Ds3WwJ7z8bg==</a>
4116	Probationary/Permanent Status - <a href="https://simbli.eboardsolutions.com/SU/CRQ368mKUKXPkhabKVcNkQ==">https://simbli.eboardsolutions.com/SU/CRQ368mKUKXPkhabKVcNkQ==</a>
4116	Probationary/Permanent Status - <a href="https://simbli.eboardsolutions.com/SU/p3UeTNzU5I2xnsIshhgHxo5xw==">https://simbli.eboardsolutions.com/SU/p3UeTNzU5I2xnsIshhgHxo5xw==</a>
4117.6	Decision Not To Rehire - <a href="https://simbli.eboardsolutions.com/SU/o2nQQqhGstSpluscD2fiVJo7Q==">https://simbli.eboardsolutions.com/SU/o2nQQqhGstSpluscD2fiVJo7Q==</a>
4117.7	Employment Status Reports - <a href="https://simbli.eboardsolutions.com/SU/NHiicR0plusQplusLIV6uz4JtDzg==">https://simbli.eboardsolutions.com/SU/NHiicR0plusQplusLIV6uz4JtDzg==</a>
4118	Dismissal/Suspension/Disciplinary Action - <a href="https://simbli.eboardsolutions.com/SU/rOKplusxHxHkrEBT6aplusTWhislshQ==">https://simbli.eboardsolutions.com/SU/rOKplusxHxHkrEBT6aplusTWhislshQ==</a>
4119.21	Professional Standards - <a href="https://simbli.eboardsolutions.com/SU/UTGFaZorlshLeTKDIoySIofQ==">https://simbli.eboardsolutions.com/SU/UTGFaZorlshLeTKDIoySIofQ==</a>
4119.21-E(1)	Professional Standards - <a href="https://simbli.eboardsolutions.com/SU/mGplusvfwZSZeWEomplumBplusTJTg==">https://simbli.eboardsolutions.com/SU/mGplusvfwZSZeWEomplumBplusTJTg==</a>
4131	Staff Development - <a href="https://simbli.eboardsolutions.com/SU/qM93MntQ08IXE19SqyYgA==">https://simbli.eboardsolutions.com/SU/qM93MntQ08IXE19SqyYgA==</a>

4131	Staff Development - <a href="https://simbli.eboardsolutions.com/SU/xnIUHul4wamrtLwplus2OFxcA==">https://simbli.eboardsolutions.com/SU/xnIUHul4wamrtLwplus2OFxcA==</a>
4131.1	Teacher Support And Guidance - <a href="https://simbli.eboardsolutions.com/SU/rR0nJYVvnpIO2ffl9Unp2A==">https://simbli.eboardsolutions.com/SU/rR0nJYVvnpIO2ffl9Unp2A==</a>
4140	Bargaining Units - <a href="https://simbli.eboardsolutions.com/SU/Me9RciM9hArmlwaa2ObDsQ==">https://simbli.eboardsolutions.com/SU/Me9RciM9hArmlwaa2ObDsQ==</a>
4212.6	Personnel Files - <a href="https://simbli.eboardsolutions.com/SU/6Sms9Cslshckj3AxFvjilVLwg==">https://simbli.eboardsolutions.com/SU/6Sms9Cslshckj3AxFvjilVLwg==</a>
4212.9	Employee Notifications - <a href="https://simbli.eboardsolutions.com/SU/0ZJclXM1TTRf1O5E1AArg==">https://simbli.eboardsolutions.com/SU/0ZJclXM1TTRf1O5E1AArg==</a>
4219.21	Professional Standards - <a href="https://simbli.eboardsolutions.com/SU/cRQObj7EJcTiplushojXxDrvw==">https://simbli.eboardsolutions.com/SU/cRQObj7EJcTiplushojXxDrvw==</a>
4219.21-E(1)	Professional Standards - Code Of Ethics Classified Employees - <a href="https://simbli.eboardsolutions.com/SU/Yn4FDSgBUNSBsWF3lvpkIQ==">https://simbli.eboardsolutions.com/SU/Yn4FDSgBUNSBsWF3lvpkIQ==</a>
4240	Bargaining Units - <a href="https://simbli.eboardsolutions.com/SU/Q7v5ZHk0L1RKpslbbtMO3w==">https://simbli.eboardsolutions.com/SU/Q7v5ZHk0L1RKpslbbtMO3w==</a>
4312.6	Personnel Files - <a href="https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw==">https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw==</a>
4312.9	Employee Notifications - <a href="https://simbli.eboardsolutions.com/SU/a1UsQLi9B3PWIEPE2MjvAQ==">https://simbli.eboardsolutions.com/SU/a1UsQLi9B3PWIEPE2MjvAQ==</a>
4315	Evaluation/Supervision - <a href="https://simbli.eboardsolutions.com/SU/vhVGplusECQumJfKslshW3darlwg==">https://simbli.eboardsolutions.com/SU/vhVGplusECQumJfKslshW3darlwg==</a>
4319.21	Professional Standards - <a href="https://simbli.eboardsolutions.com/SU/aVzvr2gnF6PxyE8OYijAPA==">https://simbli.eboardsolutions.com/SU/aVzvr2gnF6PxyE8OYijAPA==</a>
4319.21-E(1)	Professional Standards - <a href="https://simbli.eboardsolutions.com/SU/sVVtgfkApxmtRMQLIsMRyQ==">https://simbli.eboardsolutions.com/SU/sVVtgfkApxmtRMQLIsMRyQ==</a>
4340	Bargaining Units - <a href="https://simbli.eboardsolutions.com/SU/tg00qOmHqwH523KetmcluA==">https://simbli.eboardsolutions.com/SU/tg00qOmHqwH523KetmcluA==</a>
6011	Academic Standards - <a href="https://simbli.eboardsolutions.com/SU/JGwlj5Qt4sslshSu4aJhZ5XAQ==">https://simbli.eboardsolutions.com/SU/JGwlj5Qt4sslshSu4aJhZ5XAQ==</a>
6020	Parent Involvement - <a href="https://simbli.eboardsolutions.com/SU/MWXILQ494aeY3920IWPxlg==">https://simbli.eboardsolutions.com/SU/MWXILQ494aeY3920IWPxlg==</a>
6020	Parent Involvement - <a href="https://simbli.eboardsolutions.com/SU/YMCslshYRfeMGnJYFXn2LFUFQ==">https://simbli.eboardsolutions.com/SU/YMCslshYRfeMGnJYFXn2LFUFQ==</a>
6142.7	Physical Education And Activity - <a href="https://simbli.eboardsolutions.com/SU/wLhC38lfitHbiftplusu8Slqg==">https://simbli.eboardsolutions.com/SU/wLhC38lfitHbiftplusu8Slqg==</a>
6142.7	Physical Education And Activity - <a href="https://simbli.eboardsolutions.com/SU/st47PplusnstvXplus2ge0izZVwA==">https://simbli.eboardsolutions.com/SU/st47PplusnstvXplus2ge0izZVwA==</a>
6162.5	Student Assessment - <a href="https://simbli.eboardsolutions.com/SU/O1pOcHMRQnwXK2yNAfbMyg==">https://simbli.eboardsolutions.com/SU/O1pOcHMRQnwXK2yNAfbMyg==</a>
6162.51	State Academic Achievement Tests - <a href="https://simbli.eboardsolutions.com/SU/NUVRB6a69j7omFVQPA0iVw==">https://simbli.eboardsolutions.com/SU/NUVRB6a69j7omFVQPA0iVw==</a>
6162.51	State Academic Achievement Tests - <a href="https://simbli.eboardsolutions.com/SU/DvplusGs1o9QPJTzyqtV9Jopw==">https://simbli.eboardsolutions.com/SU/DvplusGs1o9QPJTzyqtV9Jopw==</a>
9000	Role Of The Board - <a href="https://simbli.eboardsolutions.com/SU/yCFHlIFLUDCtfgppluseQHTjg==">https://simbli.eboardsolutions.com/SU/yCFHlIFLUDCtfgppluseQHTjg==</a>
9321	Closed Session - <a href="https://simbli.eboardsolutions.com/SU/eQxvTE4sunzJru8wB8gc1g==">https://simbli.eboardsolutions.com/SU/eQxvTE4sunzJru8wB8gc1g==</a>