

**Policy 4315: Evaluation/Supervision**

Status: DRAFT

Original Adopted Date: 10/05/2010 | Last Reviewed Date: 10/05/2010

The Governing Board **believes that** recognizes the importance of regular, and comprehensive evaluations **designed to hold** administrative and supervisory **staff accountable** personnel to provide ongoing feedback for **their** continuous improvement of employee performance **are key to improving their instructional leadership and management skills**. Evaluations shall be linked to the district's vision **and goals and**, strategic plan, school improvement **plans**.

goals, professional development plan, and goals for student achievement:

**Certificated Administrative and Supervisory Personnel**

The Superintendent shall develop objective evaluation guidelines and standards for use in the district's evaluation system for certificated administrative and supervisory personnel. Such standards may include those of the California Professional Standards for Education Leaders as well as other standards and criteria developed by the Board and Superintendent.

Each certificated administrative and supervisory employee shall be evaluated at least every other year.

Any certificated administrative and supervisory employee who is new to a position may be evaluated each year for the first two years in the position. Evaluation is a continuous process and may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.

Evaluations shall be conducted within the timelines specified in law, Board policy, and administrative regulation. The evaluation process for certificated administrative and supervisory personnel shall be the same as for other certificated instructional personnel, as detailed in AR 4115 – Evaluation/Supervision.

**Classified Senior Management and Supervisory Employees**

Classified senior management and supervisory employees shall be evaluated in accordance with the procedures developed by the Superintendent or designee and approved by the Board.

Evaluations shall be used to recognize the exemplary skills and accomplishments of **administrative** classified senior management and supervisory employees, **serve as a criterion for contract renewals**, and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects **employees** such staff to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

**Administrative and supervisory employees shall be evaluated in accordance with provisions of employee contracts and/or applicable collective bargaining agreements as appropriate.**

**The Superintendent or designee shall make written evaluation procedures available to all administrative and supervisory employees.**

**An employee shall be evaluated annually for the first and second years of employment as an administrator or supervisor in the district, and at least every two years thereafter, unless otherwise provided for in an employee contract or collective bargaining agreement. Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.**

**The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position.**

**Evaluation criteria for certificated school site administrators may be based on the California Professional Standards for Educational Leaders (CPSEL) and also may include, but not be limited to, evidence of: (Education Code 44671)**

1. **Academic growth of students, based on multiple measures which may include student work as well as student and school longitudinal data that demonstrate academic growth over time**

**Assessments used for this purpose shall be valid and reliable and used for the intended purposes and for the appropriate student populations. Local and state academic assessments may include, but are not limited to, state standardized assessments and formative, summative, benchmark, end-of-chapter, end-of-course, Advanced Placement, International Baccalaureate, college entrance, and performance assessments.**

2. **Effective and comprehensive teacher evaluations, including, but not limited to, curricular and management leadership, ongoing professional development, teacher-principal teamwork, and professional learning communities**

3. Culturally responsive instructional strategies to address and eliminate the achievement gap  
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4. The ability to analyze quality instructional strategies and provide effective feedback that leads to instructional improvement  
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5. High expectations for all students and leadership to ensure active student engagement and learning  
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6. Collaborative professional practices for improving instructional strategies  
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7. Effective school management, including personnel and resource management, organizational leadership, sound fiscal practices, a safe campus environment, and appropriate student behavior  
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8. Meaningful self-assessment to improve as a professional educator, which may include, but not be limited to, a self-assessment based on the CPSEL and the identification of areas of strengths and areas for professional growth to engage in activities to foster professional growth  
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9. Consistent and effective relationships with students, parents/guardians, teachers, staff, and other administrators

The evaluation shall be dated and signed by the classified senior manager or supervisory employee and **evaluator**. The his/her supervisor. The manager or supervisory employee may respond in writing to the evaluation within a **reasonable time** 10 days after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in **the employee's** his/her personnel file.

**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**

	<b>Description</b>
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 44660-44665	Evaluation and assessment of performance of certificated employees
Ed. Code 44670-44671	Principal evaluation
Ed. Code 45113	Notification of charges, classified employees
Gov. Code 3540.1	Public employment definitions
Gov. Code 3543.2	Scope of representation
Gov. Code 3545	Appropriateness of unit; basis

**Management Resources References**

	<b>Description</b>
Commission on Teacher Credentialing Publication	California Professional Standards for Educational Leaders, February 2014
Website	Association of California School Administrators - <a href="https://simbli.eboardsolutions.com/SU/DMWjqGR6N1ooUHxYbDPXeA==">https://simbli.eboardsolutions.com/SU/DMWjqGR6N1ooUHxYbDPXeA==</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**

0000 Vision - <https://simbli.eboardsolutions.com/SU/eQxl6o2soPd39Bnny4WPoA==>

0200 Goals For The School District -  
<https://simbli.eboardsolutions.com/SU/S05O5v6npwslsh2SIXKYX8ZbA==>

0460 Local Control And Accountability Plan -  
<https://simbli.eboardsolutions.com/SU/Oa8UxEDuhq6BH2zsd274XA==>

0460 Local Control And Accountability Plan -  
<https://simbli.eboardsolutions.com/SU/8eaD94eHfiVAA8KyIGL0hw==>

0500 Accountability -  
<https://simbli.eboardsolutions.com/SU/xCytvVrcYFBnFGHmu2mBFQ==>

2140 Evaluation Of The Superintendent -  
<https://simbli.eboardsolutions.com/SU/AH2islshKsKrhxNlloBTg4sbA==>

4000 Concepts And Roles -  
<https://simbli.eboardsolutions.com/SU/OD2npGAZCiRik4Mzfor9zA==>

4112.6 Personnel Files -  
<https://simbli.eboardsolutions.com/SU/ZbKyC91DY3CsgslshTWWChauQ==>

4112.9-E(1) Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/slshXEwBJdPhVomnqSslshGXCamQ==>

4115 Evaluation/Supervision -  
<https://simbli.eboardsolutions.com/SU/IBUu6PplujcPtV6fM6zWY0Ng==>

4115 Evaluation/Supervision -  
<https://simbli.eboardsolutions.com/SU/Je8VtIXpJIF0adUGq6nTKw==>

4119.21 Professional Standards -  
<https://simbli.eboardsolutions.com/SU/UTGFaZorslshLeTKDIoySlfofQ==>

4119.21-E(1) Professional Standards -  
<https://simbli.eboardsolutions.com/SU/mGplusvfwZSZeWEomplumBplusTJTg==>

4140 Bargaining Units -  
<https://simbli.eboardsolutions.com/SU/Me9RciM9hArmlwaa2ObDsQ==>

4212.6 Personnel Files -  
<https://simbli.eboardsolutions.com/SU/6Sms9Cslshckj3AxFvjilVLwg==>

4219.21 Professional Standards -  
<https://simbli.eboardsolutions.com/SU/cRQObj7EJcTiplushojXxDrvw==>

4219.21-E(1) Professional Standards - Code Of Ethics Classified Employees -  
<https://simbli.eboardsolutions.com/SU/Yn4FDSgBUNSBsWF3lvpklIQ==>

4240 Bargaining Units -  
<https://simbli.eboardsolutions.com/SU/Q7v5ZHk0L1RKpslbbtMO3w==>

4300 Administrative And Supervisory Personnel -  
<https://simbli.eboardsolutions.com/SU/zuSelJPD0gilsglN1WCEbg==>

4300 Administrative And Supervisory Personnel -  
<https://simbli.eboardsolutions.com/SU/WFN9G8yzSCr0PXAwha26sg==>

4301 Administrative Staff Organization -  
<https://simbli.eboardsolutions.com/SU/lm60V7BcUgOUMplus6sRmBG0A==>

4312.1 Contracts -  
<https://simbli.eboardsolutions.com/SU/ShpXI3Yv7zBIJplusQVkAdpg==>

4312.6 Personnel Files -  
<https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw==>

4319.21 Professional Standards -  
<https://simbli.eboardsolutions.com/SU/aVzvR2gnF6PxyE8OYijAPA==>

4319.21-E(1) Professional Standards -  
<https://simbli.eboardsolutions.com/SU/sVVtgfkApxmtRMQLIsMRyQ==>

4331 Staff Development -  
<https://simbli.eboardsolutions.com/SU/mi31ZJfJZ6P6XlztQhGr3Q==>

4331	Staff Development - <a href="https://simbli.eboardsolutions.com/SU/hqxZREbEWMHD9ZdRfApig==">https://simbli.eboardsolutions.com/SU/hqxZREbEWMHD9ZdRfApig==</a>
4340	Bargaining Units - <a href="https://simbli.eboardsolutions.com/SU/tg00qOmHqwH523KetmcluA==">https://simbli.eboardsolutions.com/SU/tg00qOmHqwH523KetmcluA==</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>
6141.5	Advanced Placement - <a href="https://simbli.eboardsolutions.com/SU/XNiEpVglqI7TwsayP8HXGQ==">https://simbli.eboardsolutions.com/SU/XNiEpVglqI7TwsayP8HXGQ==</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/yCFHLIFLUDCtfgpluseQHTjg==">https://simbli.eboardsolutions.com/SU/yCFHLIFLUDCtfgpluseQHTjg==</a>
9321	Closed Session - <a href="https://simbli.eboardsolutions.com/SU/eQxvTE4sunzJru8wB8gc1g==">https://simbli.eboardsolutions.com/SU/eQxvTE4sunzJru8wB8gc1g==</a>