

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
Personnel

EVALUATION/SUPERVISION

AR 4117

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

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

1. At least every other year;
2. A bargaining unit member may be evaluated at least once every five years if all of the following conditions are met:
 - a. The member has been employed by the school District for at least 10 years or an employee with the District for 8 years with a minimum of 12 years credentialed teaching experience;
 - b. The employee meets the qualifications of a highly qualified teacher as defined in 20 USC 7801 of the federal *No Child Left Behind Act*, if 20 USC 6319 requires that his/her position be filled by a highly qualified teacher and meets all State credentialing and certification requirements;
 - c. The employee's previous evaluation rated him/her as meeting or exceeding standards or has successfully completed an alternative evaluation project;
 - d. The evaluator and the employee agree to this schedule. Either the evaluator or the employee may opt out at any time.
3. If the permanent employee has received an unsatisfactory evaluation, annually until he/she receives a satisfactory evaluation or is separated from the District;

Each probationary certificated employee shall be evaluated at least once each school year. (*Education Code 44664*)

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 three school days of each formal observation, a conference shall be held between the evaluator and the probationary teacher.

Evaluation Criteria

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (*Education Code 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;
2. The instructional techniques and strategies used by the employee;
3. The employee's adherence to curricular objectives;
4. 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*)

Non-instructional 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 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. (*Education Code 44663*)

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. (*Education Code 44663*)

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 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 teacher standards approved by the Governing Board pursuant to *Education Code 44662*, the Superintendent or designee shall so notify the employee in writing and 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*)

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