

ARTICLE 10

PROCEDURES FOR THE EVALUATION OF UNIT MEMBERS

A. PURPOSE/PHILOSOPHY

1. The purpose of evaluation is for the improvement of instruction. The Superintendent accepts as a fundamental premise for a successful evaluation program the necessity for mutual respect and confidence to exist between the evaluator and those evaluated.
2. Unit members shall be evaluated and their competency assessed as outlined in their respective evaluation documents (Appendix D-Evaluations).
3. A unit member shall not be held accountable for those aspects of the educational program in which he/she has no authority to correct or over which he/she has no control.
4. The substantive aspects of unit member's evaluation, such as goals, strategies, curriculum standards, or conclusions of the evaluator are not subject to the grievance procedure as outlined in this Agreement. If the evaluation procedure is grieved, and the grievance is found in favor of the grievant, an addendum stating so will be signed by both parties and will be attached to the evaluation.
5. The parties believe that unit members (with the exception of School Psychologists, School Nurses, and School Counselors) should be evaluated solely on their performance and not the performance of students on assessments. To this end, unit members (with the exception of School Psychologists, School Nurses, and School Counselors) shall be evaluated, with regard to Standard 5 of the California Standards for the Teaching Profession, only with regard to the unit member's use of those strategies in their instruction, not on a student's performance.

B. FREQUENCY

1. Evaluation reports will be prepared for each unit member at least once a year for probationary unit members and at least every other year for permanent unit members.
2. The evaluation process is ongoing throughout each school year. Unit members are encouraged to consult with their evaluator regarding progress. Frequent meetings are an integral part of the improvement of instruction.
3. Permanent unit members who have been employed by the County Office for at least ten (10) years and whose previous evaluation met or exceeded standards may mutually agree with his/her evaluator to be evaluated at least every five (5) years. Either the unit member or the evaluator may revoke the extended evaluation period at any time and reschedule the next evaluation for the next school year.
4. In the school year in which the evaluation takes place, formal evaluations shall be completed and transmitted to the unit members not later than thirty (30) calendar days before the last instructional day for the respective unit member's program in which the evaluation takes place. This provision is not to be construed to limit the number of observations and/or conferences any particular unit member may receive prior to, or subsequent to, the above date.
5. Negative information will not be included in an evaluation unless the unit member has received prior written notification of the performance deficiency from the evaluator.
6. The unit member shall have the right to initiate a written reaction or response to the evaluation. Such response shall be a part of his/her evaluation report.

C. EVALUATION TIMELINE SUMMARY

1. Goal setting with evaluator shall be completed by November 1st.
2. Observations (three (3) max) may be conducted by the evaluator throughout the school year of evaluation.
3. Final evaluation document shall be completed not later than thirty (30) calendar days before the last student instructional day for the respective unit member's program.

D. EVALUATOR

1. The evaluation shall be conducted and prepared by the Superintendent or Superintendent's designated county office administrator. No person other than the evaluator and the unit member being evaluated shall participate in the formal evaluation process unless agreed upon by both parties. In the case of nurses, the lead nurse will provide input to the appointed evaluator regarding medical procedure(s) as it relates to evaluation goals. The evaluation process must be documented on the appropriate form.

E. GOALS

1. Each unit member evaluated shall have the opportunity to participate in setting his/her goals as outlined in the respective evaluation documents.

These goals shall establish the standards of performance of the students.
2. Meeting(s) between the evaluator and the unit member for establishment of three (3) goals and strategies for attaining those goals shall occur prior to and result in completed goals by November 1st.

3. The evaluator and unit member will establish the anticipated time it will take to attain each of the goals selected and the ways to verify when each has been attained. At the unit member's request an observation regarding attainment of goal may be scheduled.
4. In cases where the evaluator and the unit member cannot reach agreement on goals or the anticipated time required to attain each of the goals, the conflict resolution shall be with the Superintendent or the Superintendent's designee.
5. In the event goals, strategies, methods of verification, and/or timelines set at the initial meeting become inappropriate as a result of updated information, the unit member may request a meeting in order to realistically modify the above.

F. OBSERVATIONS

1. A maximum of three (3) formal observations of unit member's behaviors/actions, may be made by the evaluator for the purpose of evaluation. This restriction does not apply to a unit member who has received an unsatisfactory performance evaluation. Observations by the evaluator relative to general teaching methods for instruction which are not unique to a stated student performance goal may be made at the discretion of the evaluator.
2. Observations shall not be conducted where they would interfere with the private and confidential nature of a unit member-student relationship provided ample alternative opportunities for observations by the evaluator will be provided by the unit member.
3. Unless otherwise agreed upon, prior to the formal evaluation, administrators delegated the responsibility for the evaluation of unit members shall observe the teacher in his/her assigned room and may observe a psychologist, nurse, or counselor in their work area for at least thirty (30) minutes.

4. Following each formal observation, the unit member and evaluator shall meet to discuss and complete the Post Observation Conference Summary Form. This meeting shall occur within seven (7) working days of the observation. The unit member shall bring the Certificated Post Observation Self-Evaluation Form and the evaluator shall bring the Certificated Observation Notes Form to this conference.

G. SATISFACTORY WITH RECOMMENDATIONS / UNSATISFACTORY PERFORMANCE

1. In the event a unit member receives a satisfactory with recommendations or an unsatisfactory evaluation, he/she shall be notified of such fact in writing as required by the evaluation process. The evaluator will confer with the unit member, making specific recommendations regarding areas of improvement in the unit member's performance and endeavor to assist him/her to improve such performance.
2. For the purpose of the PAR program only, an unsatisfactory final evaluation means receiving overall unsatisfactory ratings in three (3) of the five (5) domains numbered 1, 2, 3, 4, and 5 of the California Standards for the Teaching Profession.
3. If such action reduces or eliminates the deficiencies identified in an evaluation, a signed memorandum from the evaluator shall be attached to that evaluation, and a copy sent to the unit member stating that the deficiencies have been eliminated or describing the degree to which the deficiencies have been reduced.