

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 5

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Reference: PUSD/PFT Agreement

Stull Bill

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

**4.225 EVALUATION POLICY – TEACHER
BARGAINING UNIT MEMBERS**

SECTION 4.225.1 Evaluation Procedure

A program of supervision and evaluation of each member of the bargaining unit, a continuous year-round process, primarily, is designed to improve classroom instruction and additionally to increase the capabilities and effectiveness of the members of the unit in the total educational endeavor.

The following procedures, satisfying legal requirements, are designed to meet the purposes stated above.

The formal evaluation process shall center around three major components:

- Instructional Proficiencies
 - Student Performance Objectives
 - Teacher Job Responsibility
1. Teachers to be formally evaluated during the current year shall be so notified by October 1.
 - Probationary teachers shall receive a minimum of two formal evaluations a year; one prior to winter recess and one in the spring.
 - Permanent teachers shall receive a minimum of one formal evaluation every other year.
 - Permanent teachers receiving an overall unsatisfactory evaluation shall be evaluated on at least an annual basis, until the teacher achieves an overall satisfactory evaluation or is separated from the District.
 2. Permanent teachers not notified by October 1 shall not be formally evaluated unless the teacher has been given a thirty (30) day notice at any time during the year to institute the formal evaluation process.
 3. Nothing in the procedure shall preclude any additional evaluation conferences or formal evaluations at the discretion of the evaluator. Nothing in this procedure shall preclude the evaluatee from requesting additional conferences or evaluations.
 4. Annually, each teacher shall be notified prior to October 1 who his/her primary evaluator will be.
 5. Final evaluation shall be delivered to the teacher not later than thirty (30) calendar days before the last day of school.

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Prior To The Planning Conference

Each teacher shall prepare individual teacher performance objectives for the current school year for review and approval by the primary evaluator.

Planning Conference

1. A planning conference shall be held by the evaluator not later than:
 - October 15 for probationary teachers
 - October 30 for tenured teachers
2. The purposes of this conference include:
 - Review the objectives, agree on evaluation criteria, and any constraints
 - Modification, if necessary, and
 - Approval of the evaluation plan.
3. Methods of evaluation shall be appropriate for each of the three major components. This includes, but is not limited to, observations, products, judgments, exit skills, tests, and anecdotal records.

Classroom Observations

1. There shall be at least two formalized observations for each teacher on the appropriate District forms for each evaluation period.

For non-tenured teachers there shall be at least three formalized observations on the appropriate District forms for each evaluation period.
2. All written summaries of observations shall be delivered to the evaluatee within three (3) working days following the observations, and signed by the evaluatee within five (5) working days following the observation.
3. A formalized observation shall include the following:
 - The combined time for the two formal observations for permanent teachers shall not be less than 60 minutes. Formal observations may be augmented by informal observations.
 - A conference involving the evaluator and the evaluatee shall be held to review the observation, if requested by either the evaluator or the evaluatee. Every effort will be made to hold the conference within five (5) working days.
 - The evaluatee has the right to respond to the observation in writing, and the response shall be attached to the written summary of the observation.
4. Additional observations may be provided as necessary upon the request of the evaluatee.

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Remediation

1. In the event a teacher is not performing his or her duties in a satisfactory manner according to the standards prescribed by the Governing Board, the evaluator shall notify the teacher in writing of such fact and describe such unsatisfactory performance.
2. If a need for improvement is indicated by the evaluator, such evaluator will provide assistance, or see that assistance is provided, in an effort to improve the teacher's performance. Other assistance deemed necessary by the evaluatee may be considered as a part of the improvement process.
3. Classroom observations and/or conferences may be increased at the discretion of the administration to provide the level of supervision and guidance necessary to resolve the identified problem(s).

Pre-Evaluation Conference

Prior to each final evaluation the evaluatee shall present the evaluator with previously agreed upon data. This shall be completed and given to the evaluator at least one week prior to the final evaluation conference.

Formal Evaluation Conference

1. At the formal evaluation conference, the teacher shall be given the opportunity to discuss the evaluation with the evaluator. This conference shall be held prior to the submission of the evaluation to the personnel file.
2. The teacher shall have a right to respond in writing to the evaluation. This response shall be attached to the evaluation prior to it being placed in the teacher's personnel file if received within ten (10) working days after the receipt of the evaluation. If received after ten (10) working days, it will be added to the personnel file when received by the District.
3. Statements to be included within the formal evaluation shall relate to job performance.
4. The formal evaluation conference shall be held before the last day of school.

Other

Evaluation procedures may be revised during the term of the agreement by mutual consent of the District and the Federation.

The evaluation and assessment of certificated employees' competence pursuant to this section shall not include the use of publishers' norms established by standardized tests.

Other Written Material

No written derogatory material shall be placed in a teacher's personnel file unless and until the teacher has had a reasonable time to review and comment thereon.

Complaints

Complaints from community members against an individual teacher which may affect the evaluation of that teacher shall be referred to the principal or his/her designee. All complaints so referred will also be promptly brought to the attention of the teacher involved if that complaint may affect his/her evaluation.

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Any complaint or allegation involving potential criminal misconduct shall be exempted from the provisions of this section. Also, the wording of this section shall supersede the provisions of Board Policy and District Administrative Procedure regarding the matters discussed herein.

Forms

Forms to be used in evaluation of unit members are those currently in use.

Forms may be modified during the term of this agreement by mutual consent of the Federation and the District.