

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 7/29/91

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**Reference:**

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.3 CLASSIFIED PERSONNEL**

**4.322 OBSERVERS IN EVALUATION  
SESSIONS**

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**SECTION 4.322.1 Observers in Evaluation Sessions**

In instances involving the presence of an observer, it is suggested that the primary evaluator use the following approach:

1. The evaluatee shall stipulate that it is his/her desire to have an observer present. This request shall be submitted to the evaluator, in writing, prior to the evaluation conference.
2. The observer should stipulate the purpose for his/her presence, and should verbalize such at the beginning of the evaluation conference.
3. Evaluators should indicate, at the outset of the evaluation conference, that the material to be covered is considered to be highly confidential, and only with the expressed permission of the evaluatee, is permissible to discuss the material in the presence of observers.