

ARTICLE 6: EVALUATION PROCEDURES

- 6.0 Evaluation is a process whereby the effectiveness of the professional staff member is appraised in relation to the California Standards for the Teaching Profession, and/or certificated job related responsibilities and duties, and predetermined District goals and objectives.
- 6.1 The District shall evaluate every probationary unit member no less than once each year. The evaluation shall be completed by **155th day** of instruction for all unit members. The governing board shall notify the employee, on or before March 15th of the employee's second complete consecutive school year of the decision to reelect or not to reelect the employee for the next succeeding school year. (Ed. Code 44939.21 (b)).
- 6.2 Every tenured unit member employed with the school district less than ten (10) years shall be evaluated, in writing, no less than once every other year. Each employee shall be evaluated the first year of tenure. The evaluation shall be completed by the **155 day** of instruction for all unit members. This cycle does not preclude observations or a formal evaluation if warranted. District failure to meet the agreed upon timelines by the **35th** and/or the **100th day** of instruction shall result in the postponement of evaluating the member at issue during the current school year.
- 6.2.1 For the purposes of the evaluation schedule, normally those who receive an overall rating of "Satisfactory", shall be on an every other year formal evaluation cycle.
- 6.2.2 **Unit members will be informed in writing by the 100th day of instruction if there are areas needing improvement. If those areas of need continue, the Site Administrator may give a "Needs Improvement" evaluation which will constitute an action plan implemented for the following year.**
- 6.2.3 **Unit members will be informed in writing by the 100th day of instruction if there are substantial areas needing improvement. If those areas of need continue, the Site Administrator may give an "Unsatisfactory" evaluation which constitutes mandatory participation in Peer Assistance and Review program (as outlined in Article 6A) the following year.**
- 6.2.4 Tenured employees with at least 10 years experience with the school district, are highly qualified, as defined in 20 U.S.C. Sec. 7801, and whose previous evaluation rated the employee as meeting or exceeding standards, may be evaluated at least every five years if the evaluator and certificated employee being evaluated agree specified on the evaluation form. The certificated employee or the evaluator may withdraw consent at any time. Teachers will be notified in writing in compliance with timelines of Article 6.
- 6.3 In appropriate cases, as delineated in Education Code Section 44932, discipline and discharge procedures may be undertaken independently of the evaluation procedures contained in this Article. This provision shall not, however, constitute a waiver of any rights an employee may have to adequate notice of performance deficiencies and adequate opportunity to improve.
- 6.4 The evaluation cycles and timelines are outlined in **Figure A, B, and C** under Appendix E.

- 6.5 The evaluation form (Appendix E) establishes rating categories of “Meets/Exceeds Teaching Standards” and “Below Teaching Standards”. The evaluation standards or categories reflect the California Standards for the Teaching Profession. Overall ratings include “Satisfactory”, “Needs Improvement”, and “Unsatisfactory”.
- 6.6 Procedures for Evaluation and Assessment
The District Administrators shall evaluate and assess classroom employee competency as it reasonably relates to each of the following:
- 6.6.1 The progress of pupils toward the standards of expected student achievement at each grade level in each area of study.
- 6.6.2 The instructional techniques and strategies used by the employee.
- 6.6.3 The employee's adherence to curricular objectives.
- 6.6.4 The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.
- 6.6.5 The descriptions of best teaching practices organized around the six interrelated categories of the California Standards for the Teaching Profession (CSTP) adopted in 1997 by the State Department of Education and the Commission on Teacher Credentialing.
- 6.6.6 Additional evaluation and assessment guidelines or criteria related to an employee's assignment, job description, and adjunct duties as intended in the Stull Act or job responsibilities.
- 6.7 Members of the bargaining unit are encouraged to evaluate themselves on a continuing basis.
- 6.8 A unit member shall not be evaluated negatively if unable to attain teaching objectives as a direct and proximate result of adverse teaching conditions, including but not limited to, insufficient materials and / or lack of a reasonable and timely opportunity for training.
- 6.9 Nothing in the Article shall be construed in such a way as to unreasonably prevent the District's lawful exercise of its responsibility to evaluate and dismiss unit members.
- 6.10 Consistent with Stull Act requirements, the overall rating of a unit member shall be supported by evidence reported on the approved evaluation and observation forms. The overall rating shall include measures of the CSTP standards or other relevant certificated standards being observed or evaluated when making the final evaluation.
- 6.11 The private life of a bargaining unit member is not within the appropriate concern or attention of the Board except as it may hinder the unit member's performance of assigned functions.
- 6.12 Recourse Evaluation
- 6.12.1 A unit member, upon request, shall be granted additional observations. Such observations(s) (sic) shall be conducted by members of the administration other than the designated primary administrator, including administrators not assigned to the unit member's work location. Consistent with Stull Act requirements, the overall rating shall include measures of the CSTP standards. The final evaluation rating shall be determined by the combination of all observations generated.

- 6.13 Evaluation Committee
- 6.13.1 An Evaluation Committee shall be established for the purpose of reviewing the evaluation instruments. The Committee shall consist of two (2) administrators and three (3) teachers. The teacher members of this committee shall be appointed by the Association.
- 6.13.2 The findings and recommendations of all committees and task forces shall be subject to negotiations.
- 6.14 This Article shall not apply to Children's Center and Preschool unit members except as otherwise required by law.

TENTATIVE AGREEMENT

Don Beno, WUSD

Linda McMahan, WTA

Date

Date