

Downey Unified School District

CERTIFICATED PERSONNEL

EVALUATION

AR 4117

Purpose

Board policy has established that the purpose of evaluation is the improvement of instruction through the careful assessment of certificated personnel competence and effectiveness in relation to the needs of the District.

Frequency of Evaluation

To provide an orderly procedure for the ongoing process of improving instruction, evaluations shall be conducted according to the following schedule:

1. Probationary, temporary, intern teachers, and teacher trainees at least once a year.
2. Temporary, part-time teachers in categorical programs, at least once every two years.
3. Permanent teachers at least once every three years. At least every five years for teachers with permanent status who have been employed at least 10 years with the District, are highly qualified, and whose previous evaluation rated the teacher as meeting or exceeding standards, if the evaluator and certificated employee being evaluated agree. The certificated employee or the evaluator may withdraw consent at any time.
4. All teachers serving in a new assignment resulting from relocation or promotion within the District at least once every three years beginning with the year of relocation or promotion.

Guidelines

1. It shall be the responsibility of the evaluator to formally establish with each evaluatee under his/her supervision an understanding of the evaluation policy, procedures, and educational philosophy of the District.
2. Self-evaluation shall be encouraged in all areas of certificated assignment, but shall not be required by any administrator as part of the formal evaluation process.
3. No teacher shall be involved in the evaluation process of another teacher or be required to provide any administrator with information relative to another teacher's competence skills in the classroom.

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4. No teacher shall be required to join or attend any PTA meetings.
5. Standards of performance shall be established for each teacher in a conference. Factors, either positive or negative, that affected the achievement of the stated objectives shall become a matter of written record on the evaluation form.
6. Data to facilitate evaluation of the standards of performance shall be secured through a number of procedures, including but not limited to observation, products, judgments, tests, anecdotal records.
7. Evaluation may involve more than one evaluator. The principal of the school shall be responsible for and have final authority in the evaluations of teachers assigned to his/her school, and shall show evidence of same by personally reviewing and signing all evaluation forms. Only certificated administrators shall evaluate.
8. The District shall not complete the formal evaluation process for any unit member whose resignation for retirement purposes has been accepted by the Board of Education.

Procedures

1. The Personnel Office shall establish a procedural calendar for evaluation each year which lists the major steps and times for completion. The PAR panel shall also establish a procedural calendar for the PAR program, which will be printed in the appendix of the Master Agreement. These calendars shall be distributed to all certificated personnel responsible for evaluation and filed with the DEA office.
2. Rating administrators at each level (elementary school, middle school, and high school) shall utilize a uniform approach when evaluating the instructional skills of those teachers assigned to that respective level. Prior to initiating the evaluation cycle the evaluator shall provide detailed information on the specific criteria that will be used in the evaluation process. Upon written request by an evaluatee, the evaluator shall provide the evaluatee with the following:
 - a. A written plan for assistance and training, and

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- b. Such personal assistance and training as is deemed necessary and reasonable to help the evaluatee meet the desired level of instructional performance.
3. Each teacher evaluated shall have the opportunity to participate in establishing the objectives and standards of performance upon which he/she will be assessed. A reasonable number of conferences shall be held with the teacher for the purpose of developing objectives and standards of performance related to their position and assignment upon which formal evaluation shall occur. If the objective cannot be mutually agreed upon, an appeal relating to these differences may be written by the teacher and submitted to the Deputy Superintendent for final resolution after he/she has met with the parties involved.
4. The following minimum standards for observation shall be established:
 - a. All teachers being evaluated shall have three formal observations and conferences prior to the evaluation report. The rating evaluator shall provide at least five teacher workdays between all such observations being done for the evaluation process in the case of intern, temporary, or probationary teachers, and shall provide at least 10 teacher workdays to elapse between all such observations being done for the evaluation process in the case of permanent teachers, except in the situation in which a unit member has been given a remedial action plan following release from the PAR program. This will not prevent the evaluator from access to a teacher's classroom for purposes other than formal observation.
 - b. The specific dates of all applicable observation and conference reports prepared by a teacher's evaluator shall be cited on the teacher's final evaluation form. The length of each applicable observation shall also be recorded on the teacher's final evaluation form.
 - c. Observation should be of sufficient duration and quality to provide the evaluator with sufficient data to make a significant contribution to the evaluation.
 - d. An informal written record of the observation together with commendations and recommendations shall be made on forms provided by the District.

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- e. Observations shall be followed by conferences between the evaluator and the evaluatee within five working days of the observation. Extensions will be allowed on a day-to-day basis by mutual consent when either the evaluator or evaluatee is on an authorized absence from the District.
- f. The evaluatee shall be given a copy of the written record of the observation within 10 working days of the observation.
5. No assessments of needs to improve or unsatisfactory performance shall be introduced in writing on an evaluatee's evaluation form which have not been first formally called to his/her attention in writing on either an observation or conference report.
6. Prior to utilizing materials or incidents in the evaluation process, the evaluator shall make a reasonable effort to verify the accuracy of the material or incident.
7. An unsatisfactory evaluation of a teacher shall not be predicated upon information or material of a derogatory or critical nature which has been received by the teacher's evaluator from parents and/or citizens, unless the information or material has been reviewed and processed within the District's adopted procedure for processing a complaint against a teacher under provisions of Board Policy and Administrative Regulation 9262, and the complaint has been found to have merit and substance in fact.
8. The evaluation report shall be discussed in a conference between the evaluator and the evaluatee.
9. The evaluatee and the evaluator shall retain copies of the evaluation report.
10. The evaluatee may submit a written response to the evaluator's statements at any time. Said response(s) shall be filed within the current school year, attached to the evaluation, and shall be placed in the teacher's personnel file retained in the District Personnel Office.
11. The evaluatee shall sign the evaluation report. The signature does not necessarily indicate that the teacher endorses or agrees with the contents of the report.

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12. When short-term evaluations are made, where the evaluatee has been recently assigned to a position, a notation shall be recorded specifying the period of time covered by the evaluator.
13. Upon formally citing a condition(s) of unsatisfactory performance in Standards 1-5 on an evaluatee's evaluation form, the evaluatee will be referred to the PAR program. The PAR program will proceed as outlined in the PAR timeline in the appendix of the Master Agreement.
14. If needs to improve or unsatisfactory are cited on an official evaluation, the evaluator, working with the evaluatee, shall develop a written Remedial Action Plan for the purpose of assisting the teacher to improve. The Remedial Action Plan shall be attached to the evaluation, shall contain specific suggestions for improvement of deficiencies and/or weak areas cited on the evaluation, and shall allow reasonable time prior to the next official evaluation for improvement by the teacher. The Remedial Action Plan will also cite the specific plans of the evaluator to provide personal and resource assistance in a reasonable effort to help the teacher improve evaluator-perceived deficiencies and/or weaknesses. The Remedial Action Plan shall contain
 - a. Areas where improvement is needed.
 - b. Specific suggestions for improvement.
 - c. Additional resources to be utilized to assist the improvement, if any.
 - d. Evaluator's role in assisting the evaluatee.
 - e. Techniques for measurement of improvement.
15. Evaluation reports shall be retained in the Personnel Office as confidential material and filed in the personnel folder of the individual teacher.
16. Information from the teacher's personnel folder shall be available to the teacher and administrators who are concerned with the supervision, proper assignment, and future employment of the teacher. Pre-employment confidential reference material cannot be made available to the teacher for inspection.

Approved: 6/1/81, 9/18/90, 12/10/02, 4/8/03, 12/6/05