

# LODI UNIFIED SCHOOL DISTRICT

## REVISION

Rule 4115

### Personnel

#### Evaluation/Supervision

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative rule and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties.

#### **Frequency of Evaluations**

Certificated employee performance shall be evaluated and assessed on a continuing basis, at least once a year for probationary staff and at least every other year for permanent staff. Permanent employees who receive an unsatisfactory evaluation or a "needs to improve" evaluation shall be assessed annually until they receive a satisfactory evaluation or are separated from the district.

Alternatively, a permanent employee who has been employed by the district at least 10 years and who was rated in their previous evaluation as meeting or exceeding standards shall be evaluated at least every five years, if he/she and the evaluator so agree. Either the evaluator or the employee may withdraw consent for the alternative schedule at any time. (Education Code 44664)

#### **Evaluation Results**

~~The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria:~~

- ~~1. Student progress toward meeting district standards of expected achievement for their grade level in each area of study and, if applicable towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments.~~
- ~~2. The instructional techniques and strategies used by the employee.~~
- ~~3. The employee's adherence to curricular objectives.~~
- ~~4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.~~

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests.

Non-instructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities.

Evaluations shall include recommendations for growth or improvement in the employee's performance. If an employee is not performing satisfactorily according to teacher standards approved by the Board, pursuant to Education Code 44662 the Superintendent or designee shall so notify the employee in writing, describing the unsatisfactory performance. The Superintendent or designee shall also confer with the employee, make specific recommendations as to areas of improvement, and endeavor to provide assistance to the employee in their performance provide assistance to the employee.

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last day of the school year in which the evaluation takes place. Before the last day of the school year, the employee and the evaluator shall meet to discuss the evaluation.

Non-instructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation.

~~Any employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the district's peer assistance and review program.~~

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

Instructional and non-instructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the evaluation in the employee's personnel file.

### **Qualifications of Evaluators**

The Superintendent or designee shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. He/she shall ensure that the evaluator:

1. Possesses a valid administrative credential

2. Is competent in the instructional methodologies used by the teachers being evaluated
3. Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Is familiar with district curriculum priorities and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation, and staff development

Rule

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