



EVALUATIONS

ARTICLE XIV-EVALUATIONS

Santa Cruz City Schools

Evaluation Procedures

Evaluation is the process the District uses through its evaluators to assess the performance of unit members. This process is based upon job description, provisions of this contract, evaluation criteria, District policies and regulations, county, state and federal laws and regulations, adopted course outlines, learner goals and other duties and responsibilities as assigned.

The Santa Cruz City Schools District's (SCCS) evaluation process can be conducted through one (1) of three (3) methods: Administrative Evaluation "Method 1", Project-Based Evaluation "Method 2", or Peer-Based Evaluation "Method 3", each based on the unit members' professional standards.

The standards as described in the Evaluation Article for Certificated Staff act as a guide for discussion regarding professional growth and serve as a basis for unit member evaluation. Each certificated unit member is responsible for meeting the unit member's professional standards as described in the Evaluation article for Certificated Staff to show growth in the unit member's practice as an educator. Administrators have the right and responsibility to observe certificated unit members in their work setting at any time. Administrators always have the right and responsibility to identify any concerns related to meeting the standards.

Three Evaluation Methods

There are three (3) methods for certificated unit member evaluation. Each method uses self- assessment and reflection and is linked to the unit members' professional standards.

Administrative Evaluation "Method 1": Administrative Evaluation is the required method for probationary unit members and temporary unit members and permanent unit members every six (6) years. It is also a required method for permanent unit members who have a general ranking of Does Not Meet or Emerging in their previous overall evaluation. This is an optional method every three (3) years for permanent unit members who have met Proficient or Distinguished standards in their previous overall evaluation rating.

Project-Based Evaluation "Method 2": With administrative approval, this is an option every other three (3) year cycle for permanent unit members who have met Proficient or Distinguished standards in their previous overall evaluation rating and would like to develop and implement a project in order for the unit member to examine practices and demonstrate proficiency via a professional project related to their current practices and the unit members' professional standards.

Peer-Based Evaluation "Method 3": With administrative approval, this is an option every other three (3) year cycle for permanent unit members who have met Proficient or Distinguished standards in their previous overall evaluation rating and would like to work with a peer using observation in order for each peer/partner to examine practices and demonstrate proficiency related to their current practices.

Evaluation Method 1: Administrative Evaluation Method

Eligibility

The Administrative Evaluation method for permanent unit members:

- A permanent unit member rated Proficient or Distinguished in the previous overall evaluation rating **may elect** to be evaluated under the Administrative Evaluation option.
- Permanent unit members shall be evaluated using this method every other three (3) year cycle.

The Administrative Evaluation method is the only option for the following:

- Temporary unit members
- Probationary unit members
- Unit members under an Improvement Support plan due to an **overall evaluation** rating of Does Not Meet or Emerging on standards in the previous year
- Unit members who have failed to complete previous Peer-based or Project-based Evaluation cycle deadlines in the previous year

Administrative evaluations will be conducted for two (2) consecutive years or more until the unit member has reached permanent status and has met Proficient or Distinguished standards on the overall evaluation rating. A unit member under an Improvement Support plan will remain on the Administrative Evaluation method until the unit member achieves a Proficient or Distinguished on standards on the overall evaluation rating.

Evaluation Process: (Preparation for Fall Planning)

Unit members shall be notified of and given access to district evaluation materials, including notification of primary evaluator by September 15th. In preparation for the initial meeting with the evaluator unit members will:

- Use your professional standards to reflect upon and mark areas of focus in each standard/domain (up to 6).
- Will use their self-assessment to complete the Professional Goals form identifying strengths and areas of growth. All Permanent unit members' need to create three (3) goals from three (3) different standards. Temporary, Probationary and Permanent unit members' under the "Does Not Meet or Emerging" need to create a goal for each of the standards/domains. These goals shall be written and be ready to present to the supervisor during the Fall Planning Conference.

Fall Planning Conference:

1. By October 31st: Supervisors and unit members will meet to collaboratively present, discuss and agree upon professional goals using the standards/domains and Goal Setting Form.
2. Circumstances, such as class composition, class size, instructional materials, and physical setting that affect the certificated unit member's working situation shall be discussed and documented in the conference notes on the Goal Setting Form with the evaluator at the Fall Planning Conference.

3. By the conclusion of the Fall Planning Conference, the evaluator and the unit member shall sign and date the Goal Setting Form. If needed, any party may have ten days past the Fall Planning Conference to agree and sign the Goal Setting Form (even if the date falls after October 31st).
4. In the event that the unit member and the evaluator cannot reach an agreement concerning standards of performance, a mediator agreeable to both parties shall be utilized in an attempt to reach an agreement. The Superintendent of Schools or his/her duly authorized representative, if necessary, shall render a final decision.
5. Changes in any of the goals of the unit member should be reviewed with the evaluator throughout the school year. Unit member or administration may administrate a review. These changes shall become a part of the Fall Planning Conference.

Timeline for Fall Planning Conferences: By October 31st

Observations:

1. Each temporary and probationary unit member shall be observed by his/her site administrator, or immediate supervisor a minimum of two (2) times per year in his/her working environment prior to completion of each Summative Evaluation. One (1) of these observations shall be made by appointment. Permanent unit members' will be evaluated at least one time during the observation cycle. This observation needs to be scheduled. Additional observations may occur without an appointment.
2. The evaluator shall be responsible for using the Observation Form. This form will be shared at the post observation conference. A copy shall be given to the unit member within ten (10) workdays of the post observation conference.
3. The evaluation of personnel shall involve more than one evaluator at the request of either the evaluator or the evaluatee. Such an additional evaluator shall be selected from those assigned administrative responsibilities in the District.

Timeline for Observations:

- **Temporary and Probationary Teachers: By the 3rd Friday in December**
- **Permanent Teachers: By the 1st Friday in May**

Summative Evaluation:

Summative Evaluation Reports for probationary and temporary unit members shall occur no later than the 3rd Friday in January. The evaluator may hold other summative evaluation conferences as he/she deems necessary, or upon the request of the unit member. If the unit member achieves a rating of "Proficient or Distinguished" a second summative evaluation will be optional, and will occur only if requested by the unit member or their evaluator. If the unit member receives rating of "Does Not Meet" a second cycle of evaluation will occur, including a minimum of two (2) observations and a summative evaluation, prior to March 1st.

The Summative Evaluation Conference for Permanent unit members shall occur not later than thirty (30) work days before the last school day scheduled on the school calendar adopted by the governing board for the school year in which the evaluation takes place. Permanent unit members shall be evaluated on the mutually agreed upon three (3) goals a minimum of once every three (3) years. The evaluator may complete up to two (2) summative evaluation reports a year as he/she deems necessary, or upon the request of the unit member. When a Permanent unit member has received an overall "Does Not Meet or Emerging", the District shall annually evaluate the unit member until the unit member achieves a

Proficient or Distinguished, or is separated from the District. When a permanent unit member has satisfactorily completed his/her Improvement Needed Plan, the unit member shall be evaluated by Administrative Evaluation “Method 1” of the following year.

A copy of the Summative Evaluation, signed and dated, will be given to the unit member and evaluator no later than ten (10) workdays following the Summative Evaluation Conference.

In the event of difference of opinion between the evaluator and the unit member, the unit member may attach a statement to the Summative Evaluation outlining his/her differences.

If a unit member's evaluation shows an overall rating of “Does Not Meet or Emerging” the procedures outlined under Improvement Support plan may be followed.

Timeline for Summative Evaluations:

- **Completed Summative Conferences for Temporary and Probationary Teachers: Third Friday in January**
- **Completed Summative Conferences for Permanent Teachers: 30 days before the last student day of school.**

Improvement Support Plan:

1. If the overall ranking is marked “Does Not Meet”, an Improvement Support Plan shall be completed. If the overall ranking is marked “Emerging”, an Improvement Support Plan could be completed. The plan includes a timeline during which improvement shall be achieved, and a description of intervention and supports to assist the unit member in meeting the standards. If the unit member wishes to extend the timeline, the unit member may appeal to the Superintendent or his/her designee, whose decision shall be final.
2. When an evaluator makes a recommendation for Improvement Support plan needed, the evaluator assumes an obligation to provide assistance.
3. The evaluator shall make a written record of all observations, including recommendations and assistance. The unit member shall be given a copy of all written records and will have the opportunity to respond to each.
4. The unit member will receive and participate in assistance from a district assigned professional specialist as outlined in the Improvement Support plan.

Evaluation Method 2: Project-Based Evaluation

Eligibility: In order to be eligible to participate in the Project-Based Evaluation, a unit member must:

- Be a permanent employee of the district.
- Have received Proficient or Distinguished evaluations for the previous evaluation cycle.
- Have administrator approval.

Procedures:

Work with evaluator on a mutually agreed upon Project-Based evaluation plan aligned with the unit members' professional standards.

By September 15th:

At each work site, unit members shall be notified of and given access to district evaluation materials, including notification of primary evaluator. In preparation for the initial meeting with the evaluator, unit members will:

- Use the standards/domains to reflect upon and mark their level of performance for each element of all of standards.
- Using the completed standards/domains submit the Goal Setting form with strengths and areas of growth and develop three (3) professional goals. These goals should be written and be ready to present to the supervisor during the Fall Planning Conference.

Fall Planning Conference:

1. Unit members meet with their primary evaluator to review the standards/domains and present, discuss and agree upon professional goals. Unit member and primary evaluator create a mutually agreed upon Project-based evaluation plan based on one (1) of the options listed in the Resource Appendix titles Project-based Evaluation.

2. If agreement cannot be reached on a Project-based evaluation plan, the unit member will be under Administrative Evaluation "Method 1" for that cycle.

3. Unit members will receive notice by October 31st of final approval on professional goals and project-based evaluation plan.

Mid-Year Check-in:

4. By the last Friday in January: Supervisor will review progress with unit member if requested by either party.

Final Submission of Project:

5. By the second Friday in April: All projects and supporting documentation, including the completed SCCS Reflection 1 and Reflection 2 will be submitted to the Supervisor.

30 days prior to the end of the school year

1. The unit member will meet with primary evaluator to review the Summative Evaluation and other documentation at a mutually agreed upon time.

2. If the unit member receives a "Does Not Meet or Emerging" final rating, the unit member will begin a new evaluation cycle at the start of the next school year under Administrative Evaluation "Method 1".

3. If a unit member has not completed the Project-Based Evaluation option by the second Friday of April, the evaluator will meet with the unit member and utilize the Summative Evaluation to document that the unit member did not meet the deadline and that the unit member will be placed on Administrative Evaluation at the start of the next school year.

4. If the primary evaluator does not meet with the unit member by the 30 days prior to the end of school year to review the project, then the unit member may submit the project to Human Resources for review. The Assistant Superintendent of Human Resources will meet with the unit member to review the project.

Evaluation Method 3: Peer-Based Evaluation

Eligibility: In order to be eligible to participate in the Peer-Based Evaluation, a unit member must:

- Be a permanent employee of the district.
- Have received Proficient or Distinguished evaluations for the previous evaluation cycles.
- Have administrator approval (include administrator approval for possible needed release time for observations).

By September 15th:

At each work site, unit members shall be notified of and given access to district evaluation materials, including notification of primary evaluator. In preparation for the initial meeting with the evaluator, unit members will:

- Use the standards/domains to reflect upon and mark their level of performance for each element of all of standards.
- Using the completed standards/domains submit the Goal Setting form with strengths and areas of growth and develop three (3) professional goals. These goals should be written and be ready to present to the supervisor during the Fall Planning Conference.
- Mutually choose a professional partner who is eligible for participation.

Fall Planning Conference

1. By October 31, meet with the evaluator and the partner to discuss goals and objectives as written in the Goals-Setting Form according to the unit members' professional standards. Fill out Peer-Based Evaluation – Planning Sheet.

Procedures

1. Hold two (2) observations and post observation meetings. The observations must be documented on the Peer Classroom Observation Form and the Post Observation Meeting notes must be documented to be submitted.
2. Write a reflection about your learning experience this year using the Project-Based or Peer-Based Evaluation Final Reflection form.

Final Submission of Project:

By the second Friday in April: All observations and supporting documentation will have been completed and submitted to Supervisor.

30 days prior to the end of the school year

1. The unit member along with their peer partner will meet with primary evaluator to review the Summative Evaluation and other documentation at a mutually agreed upon time.
2. If the unit member receives a “Does Not Meet or Emerging” final rating, the unit member will begin a new evaluation cycle at the start of the next school year under Administrative Evaluation “Method 1”.
3. If a unit member has not completed the Peer-Based Evaluation option by the second Friday of April, the evaluator will meet with the unit member and utilize the Summative Evaluation to document that the unit member did not meet the deadline and that the unit member will be placed on Administrative Evaluation at the start of the next school year. Unless the timeline is extended with administrative approval.

4. If the primary evaluator does not meet with the unit member by the 30 days prior to the end of school year to review the project, then the unit member may submit the project to Human Resources for review. The Assistant Superintendent of Human Resources or administration designee will meet with the unit member to review the project.

General Post-Evaluation Procedures

- No evaluation documents shall be placed in the unit member's file unless the unit member has received a copy and has had an opportunity to discuss the document with the unit member's evaluator. Within ten (10) working days of the receipt of a written evaluation, the unit member may submit a written response to be attached to the evaluation.
- During a school year, the unit member may request a conference with the Superintendent or designee to discuss evaluation of the unit member.
- The substance and supporting documents of a summary evaluation shall not be subject to the grievance procedure.