

## **CERTIFICATED GENERAL INFORMATION (Schedules)**

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Evaluation is a continuous appraisal and guidance procedure, including a personnel evaluation program which begins with the initial selection and continues throughout the professional life of an employee. Though it is necessarily subjective, it should be based on as much objective evidence as possible. Performance, growth, relationships, attitudes and all other factors should be considered.

An employee must be involved in the process of evaluation and self-appraisal made of his performance. The results of the cooperative effort should cause individuals not only to operate at a higher level, but show a general improvement of the total educational program for children.

A system of evaluation shall be established by the Superintendent of Schools to determine the qualifications of certificated and classified service personnel for the purpose of retention, promotion or dismissal. Information regarding procedures shall be disseminated to staff members. Policies and Procedures (500.11).

It also helps to compile data which will be assistance in making recommendations for assignments, transfers, retentions, promotions, dismissals, etc.

It is the responsibility of the evaluator to hold conferences periodically with the evaluatee. Opportunities should be provided often for the evaluator and evaluatee to confer cooperatively in identifying areas where satisfactory growth had been made and areas where growth can be made.

Evaluations of employees should be discussed in a positive, professional manner. The evaluator's attitude must be constructive and his analysis of the evaluatee's work must be frank, honest and justifiable. While some areas of work may be of acceptable quality, employees must not be given the impression in general their work is satisfactory in areas where improvement is needed.

Specific recommendations, where improvement is needed, shall be made and a basis for self-improvement established. It is the professional and personal responsibility of evaluators to make sure that evaluatees are informed of their duties and responsibilities and to establish on the part of the evaluatee the need for and acceptability of professional help.

The evaluator should keep in mind whether this is a beginning employee or one with experience when making an appraisal of performance.

The professional code of ethics is being violated when a satisfactory written evaluation is made and later oral comments are made to the contrary. All evaluations are confidential.

A final conference must be held prior to the time evaluation sheets are filed in Personnel Services. Information of a derogatory nature, except materials which (1) were obtained prior to employment of the person involved, (2) were prepared by identifiable examination committee members or (3) were obtained in connection with a promotional examination, shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter and have attached to any such derogatory statement his own comments thereon. Such review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction. Education Code 44031. All evaluation forms must be dated and signed by the evaluator and the employee being evaluated. Signing the form does not necessarily mean that the employee concurs with the evaluation but does show that it has been seen and discussed.

All district evaluations are open to the evaluatee and may be seen in Personnel Services upon request to the Director of Personnel. "This is not to include ratings, reports or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee or (3) obtained in connection with a promotional examination." (Education Code Section 44631)

Forms for certificated personnel shall be checked by Personnel Services. Following the review by the Director of Personnel, forms including rebuttal statements, shall be filed in the individual's folder in Personnel Services.

**PERSONNEL TO BE EVALUATED** (All certificated staff members shall be evaluated)

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**SCHEDULES FOR EVALUATIONS OF CERTICATED EMPLOYEES**

**Probationary Employees and Long-Term Substitutes**

Twice each year prior to: December 1 and February 20

**All Permanent Certificated Personnel Whose Last Name Starts with "A" through "M"**

Every other year on years beginning with an odd number, i.e., 1995-96

**All Permanent Certificated Personnel Whose Last Name Starts with "N" through "Z"**

Every other year on years beginning with an even number, i.e., 1996-97

**CERTIFICATED EVALUATIONS** (Preliminary)

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Personnel to be evaluated	Date forms sent	Date forms due	Sent by	Sent to	Return forms to
Certificated employee basis for evaluation forms must be completed by October 15 before following schedule					
Permanent, Probationary and Long-Term Substitutes	November 1	December 1	Personnel Services	Evaluator	Personnel Services
Substitutes	By request	By request	Personnel Services	Evaluator	Personnel Services

**CERTIFICATED EVALUATIONS** (Final)

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Personnel to be evaluated	Date forms sent	Date forms due	Sent by	Sent to	Return forms to
Permanent, Probationary and Long-Term Substitutes	February 1	February 20	Personnel Services	Evaluator	Personnel Services

**CHECK LIST** (For your own information)

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***Have you:***

considered basic educational factors and made an effort to prevent petty nuisances from influencing your evaluation?

held frequent conferences with the staff member to discuss his performance?

considered the growth of the individual in making this evaluation?

made the employee aware of his duties and responsibilities and made specific recommendations in writing to be followed in areas where improvement is needed and supplied the employee with a copy?

gathered sufficient professional evidence to justify your evaluation?

recognized good work and given praise when it is due?

been professionally frank and honest in your evaluation?

been considerate of the employee in your conference?

made sure that the points discussed with the staff member are clear to him?

followed up with help after recommendations have been made?

requested the assistance of other personnel when needed?