

EVALUATION/ACCOUNTABILITY

The Board of Trustees believes that regular, comprehensive employee evaluations designed to hold management, supervisory and confidential staff accountable for their performance is key to improving their instructional leadership and management skills. Certificated, classified and confidential employee evaluations shall be linked to the District's vision and goals, school improvement plans, pupil progress, and measurable goals and outcomes.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4300 - Administrative and Supervisory Personnel)

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

(cf. 4331 - Staff Development)

Administrative and supervisory employees, where applicable, shall be evaluated in accordance with provisions of employee contracts.

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4312.1 - Contracts)

The Superintendent or designee shall make written evaluation procedures available to all administrative and supervisory employees.

(cf. 4112.9 - Employee Notifications)

Employees shall be evaluated based on the management evaluation timeline.

Confidential/Classified

A confidential/classified employee shall be evaluated twice during his/her probationary period, as well as twice in six months following each promotion. This will include a three month progress review and a six month progress review. A confidential/classified employee may have his/her probationary period extended for any length of time, but shall not exceed a total of one year. Once permanency is granted, the classified employee shall follow the Management Evaluation Timeline for permanent employees and be evaluated every two years thereafter,

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unless the employee has been in the District for ten years, in which case the employee shall be evaluated every five years.

Certificated

A certificated employee shall be evaluated annually for the first and second years of employment as an administrator or supervisor in the District, and at least every two years thereafter, unless the employee has been in the District for ten or more years, in which case the employee shall be evaluated every five years.

Evaluations of certificated and confidential/classified employees may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee. The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position.

Evaluation criteria for certificated school site administrators may be based on the California Professional Standards for Educational Leaders (CPSEL) and also may include, but not be limited to, evidence of:

1. Academic growth of students based on multiple measures which may include student work as well as student and school longitudinal data that demonstrate academic growth over time. Assessments used for this purpose shall be valid and reliable and used for the intended purposes and for the appropriate student populations. Local and state academic assessments may include, but are not limited to, state standardized assessments and formative, summative, benchmark, end-of-chapter, end-of-course, Advanced Placement, International Baccalaureate, college entrance, and performance assessments.

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6141.5 - Advanced Placement)

2. Effective and comprehensive teacher evaluations, including, but not limited to, curricular and management leadership, ongoing professional development, teacher-principal teamwork, and professional learning communities.
3. Culturally responsive instructional strategies to address and eliminate the achievement gap.
4. The ability to analyze quality instructional strategies and provide effective feedback that leads to instructional improvement.
5. High expectations for all students and leadership to ensure active student engagement and learning.

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6. Collaborative professional practices for improving instructional strategies.
7. Effective school management, including personnel and resource management, organizational leadership, sound fiscal practices, a safe campus environment, and appropriate student behavior.
8. Meaningful self-assessment to improve as a professional educator, which may include, but not be limited to, a self-assessment based on the CPSEL and the identification of areas of strengths and areas for professional growth to engage in activities to foster professional growth.
9. Consistent and effective relationships with students, parents/guardians, teachers, staff, and other administrators.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

EDUCATION CODE

35171 *Availability of rules and regulations for evaluation of performance*

44660-44665 *Evaluation and assessment of performance of certificated employees*

44670-44671 *Principal evaluation*

45113 *Rules and regulations for the classified service in districts not incorporating the merit system*

GOVERNMENT CODE

3540.1 *Meeting and negotiating in public educational employment, definitions*

3543.2 *Scope of representation*

3545 *Determination of bargaining units*

Policy

adopted: February 24, 1997

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CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California