

ARTICLE 11

EVALUATION

11.1 California Standards for the Teaching Profession

11.1.1 The basis for the evaluation of bargaining unit members shall be the California Standards for the Teaching Profession, to the extent that the Standards apply to job responsibilities.

11.1.2 There are six (6) Standards. These Standards are:

Standard 1: Engaging and supporting all students in learning.

Standard 2: Creating and maintaining effective environments for student learning.

Standard 3: Understanding and organizing subject matter for student learning.

Standard 4: Planning instruction and designing learning experiences for all students.

Standard 5: Assessing students for learning.

Standard 6: Developing as a professional educator.

11.2 Rating Scale

11.2.1 The rating scale for purposes of this Article shall be:

Distinguished

Meets Expectations

Developing (may only be used for first year teacher/someone new to the profession)

Needs Improvement

Unsatisfactory

11.3 Purposes

11.3.1 To improve instruction provided by certificated unit member personnel.

11.3.2 To improve the performance of certificated unit member personnel in instructional and related responsibilities.

11.3.3 To contribute to the professional growth of the evaluatee.

11.3.4 To provide for the continuous progress of students in a productive learning environment.

11.4 Frequency

11.4.1 Evaluation of certificated unit member personnel is a continuing process. Certificated personnel with permanent status in the District shall be evaluated according to these procedures at

least every other year. If an evaluatee or evaluator requests an annual evaluation, the evaluation shall be conducted according to the Standard Evaluation. An annual evaluation of a permanent employee shall be required according to the Standard Evaluation procedure if that employee's final evaluation from the preceding year was needs improvement and stated specifically a need for such immediate follow-up evaluation which is consistent with the purposes as specified in §11.3 and contained specific recommendations to help the employee.

- 11.4.2 Probationary certificated unit member personnel will be evaluated annually according to Standard Evaluation procedures.
- 11.4.3 Employees with permanent status who have been employed with the District for at least ten (10) years, who are highly qualified as defined in 20 U.S.C. Sec. 7801, and whose previous Standard Evaluation rated the employee as Meets Expectations or above (meets or exceeds standards) in all areas formally evaluated, may be evaluated at least every five (5) years in accordance with this Article, if the evaluator and certificated employee being evaluated agree. The certificated employee or the evaluator may withdraw consent at any time.

11.5 Announcement of Evaluatees

- 11.5.1 No later than the end of the twentieth (20th) academic day of the academic year the principal/program administrator of each school/program shall post a list of those persons to be evaluated during the current year. This notice shall also identify who will be the evaluator. Within five work days after the posting of the list of those to be evaluated, the following shall be given to the evaluatee: job description, CSTP Evaluation Rubric, MDUSD Educational Goals, other appropriate goals, and the MDUSD grade level expectations or courses of study.

11.6 General Provisions

- 11.6.1 Scope of Evaluation
 - 11.6.1.1 Each evaluation cycle will cover two Standards. After consultation, the teacher and the evaluator shall each select one standard. In addition, by mutual agreement, a third Standard may be included. If, over the course of the year's evaluation process the evaluator has concerns falling outside these two or three standards, such concern shall be communicated in the comments section of the evaluation form.

11.6.2 Final Conference

11.6.2.1 The final Evaluation Conference and Form are obligatory for all unit members being evaluated and must be completed at least thirty (30) days prior to the end of the academic year.

11.6.3 Signatures

11.6.3.1 The final evaluation form shall be signed. Such signature does not constitute agreement with the judgments of the evaluator, but only that the evaluatee has read it and has had the opportunity to respond in writing.

11.6.4 Unit Member Response

11.6.4.1 A unit member shall be given an opportunity to prepare written comment on both the interim and final evaluation for that unit member. Such written comment shall be attached to the report and placed with it in the unit member's personnel file.

11.6.5 Forms

11.6.5.1 Any forms used for evaluation shall be mutually agreed upon by the District and the Association

11.6.6 Judgments Not Grievable

11.6.6.1 The judgments reached by the evaluator are not subject to the grievance procedure.

11.7 Standard Evaluation

11.7.1 Evaluator

Each evaluation shall be conducted by the principal/program administrator or their designee.

11.7.2 Required Evaluative Data

11.7.2.1 Judgments concerning the professional practice of members of the bargaining unit shall be based on evidence and data.

11.7.2.2 Type of required evaluative data are:

11.7.2.2.1 Specific techniques of assessment of student progress as agreed to by the evaluator and evaluatee.

11.7.2.2.2 Observation(s) (Evaluatee-requested, evaluator-requested, unscheduled).

11.7.2.2.3 Other assessments/evaluative techniques may be added if mutually agreed upon by evaluatee and evaluator.

11.7.3 Initial Conference and Resolution of Disagreements

- 11.7.3.1 An initial conference shall be held prior to October 31 between evaluator and evaluatee for the purpose of selecting Standards to be evaluated, types of required evaluation data in §11.7.4 and the number and types of classroom observations as well as the person(s) to perform the observations if the Standard Evaluation is to be used.
- 11.7.3.2 The Standards being evaluated may be revised during the course of the year with the mutual agreement of both parties. If agreement on revision cannot be reached, the matter shall be referred to the Chief and/or Director, Human Resources for a decision in writing within five (5) work days. In no event shall a unit member be required to be evaluated on more than three (3) Standards in any one year.

11.7.4 Observations

- 11.7.4.1 A unit member shall be formally observed at least twice as part of the evaluation by the evaluator. All formal observations shall last a minimum of twenty (20) minutes. If requested by the unit member at the time of the initial conference, these observations shall be held upon twenty-four (24) hours' notice.
- 11.7.4.2 All formal observations which are part of the evaluation process shall be reduced to writing and discussed with the unit member within ten (10) work days of their occurrence. The unit member shall have a right to attach a written response.
- 11.7.4.3 Observations of less than twenty (20) minutes duration need not be reduced to writing, nor discussed with the unit member.

11.7.5 Interim Evaluation Conference and Interim Evaluation Form

- 11.7.5.1 An Interim Evaluation Conference and a completed Interim Evaluation Form are obligatory for probationary/temporary unit members. The Interim Evaluation Conference and Interim Evaluation Form are to be completed by December 10th.
- 11.7.5.2 For permanent unit members, an Interim Evaluation Conference and a completed Interim Evaluation Form are required only if requested by either the evaluatee or evaluator. The Interim Evaluation Conference and Interim Evaluation Form are to be completed no later than January 31st.

11.8 Self-Evaluation Option

11.8.1 Unit members with permanent status who have received an overall rating of "Meets Expectations" or better on their most recent Standard Evaluation shall have the option to complete a Self-Evaluation under the following conditions:

11.8.1.1 A unit member must express an interest, in writing, during the Initial Conference.

11.8.1.2 The approval of their site Principal. The Principal's decision is non-grievable.

11.8.1.3 If there is a change in Principal leadership, the new Principal may rescind the approval for the Self Evaluation Option, provided the Initial Evaluation Conference has not already taken place, per §11.7.3.1.

11.8.2 If approved by the Principal, the year's evaluation process shall include the following elements:

11.8.2.1 The participating unit member will identify two of the Standards to be evaluated.

11.8.2.2 The unit member will present to the Principal/designee their plan to demonstrate proficiency for the two Standards selected. Under this plan, a teacher can do a research project, demonstration lesson, developed unit plan, or other self-directed inquiry, etc., provided the unit member and Principal/designee both agree that the proposed final product will sufficiently demonstrate proficiency for the standards selected.

11.8.2.3 Each participating unit member will document their work on the standard District evaluation forms in accordance with the usual timelines; and

11.8.2.4 At the end of the year, on the same timeline as provided elsewhere in this Article, each participant in this process shall, reduce to writing their learnings from the process and discuss these reflections with the Principal/designee in a post Self-Evaluation conference. The Principal/designee shall have the option to attach comments prior to the Self-Evaluation being made a part of the employee's personnel file.

11.8.2.4.1 In the event that the Principal does not believe that the agreed upon plan was followed, or that the completed project failed to sufficiently demonstrate proficiency for the standards

selected, the Principal/designee may return the teacher to the standard evaluation process the following school year.

11.8.3 Nothing herein shall preclude the principal from observing the work of the unit member during the course of the year, and such observations may be incorporated as part of the agreed upon plan.

11.8.4 The Self-Evaluation may be utilized in consecutive evaluation cycles with the approval of the site Principal or designated evaluator.

11.9 Special Provisions

11.9.1 Unit members employed on temporary contracts on or before October 1 and employees in job share positions other than one-semester alteration shall be subject to all preceding provisions of Article 11.

11.9.2 Special provisions for evaluation of temporary teachers hired after October 1 and for teachers participating in the job sharing program on a one-semester-each basis.

Special Timelines

Announcement	Fifth day after assignment begins.
Materials	Within first two (2) weeks after assignment begins.
Initial Conference	Complete prior to thirty (30) days after assignment begins.
Interim Evaluation	Temporary employees hired prior to December 1, if requested at initial conference. One-semester job sharers: Final evaluation only.
Final Evaluation	Two (2) weeks prior to end of last semester of employment for the year.