

Evaluation guidelines with 2023-2024 dates

Announcement of Evaluatees - No later than the end of the **20th** academic day (Thursday, September 7th for the 2023-2024 school year) a list shall be posted of those people to be evaluated during the current year and who the evaluator will be (**11.5.1**). By September 14th, evaluatees will be given a job description, MDUSD educational goals, MDUSD grade level expectations or courses of study, and a copy of the CSTP Evaluation Rubric (**11.5.1**).

If you are a permanent employee and are not informed until after September 7th that you are going to be evaluated during the current school year, file a grievance within 20 days requesting that your evaluation be deferred to the following school year, since contractual evaluation notice timelines were not followed.

Scope of Evaluation - You will be evaluated on two standards only. A third standard may be selected by mutual agreement. **Don't agree!** Your administrator gets to pick one standard and you get to pick the other one (**11.6.1.1**). If you have had a strained relationship with your administrator, don't pick Standard 6. The Standards being evaluated may be revised during the course of the year with the mutual agreement of both parties (**11.7.3.2**).

Initial Conference - This conference, during which you and your evaluator each select a standard and discuss your evaluation goals, must be held prior to October 31st (**11.7.3.1**). For the 2023-2024 school year this must occur by the end of your workday on Monday, October 30th.

Advance Notice - If you want 24-hour notice for formal observations, you must specify this at the initial evaluation conference, which must be held prior to October 31st (which for the 2023-2024 school year this must occur by the end of your workday on Monday, October 30th.) (**11.7.4.1**). We encourage everyone to request 24-hour notice.

Observations - A formal observation must be done at least twice as part of the evaluation. All formal observations shall be a minimum of 20 minutes in length (**11.7.4.1**) and formal evaluations shall be reduced to writing and discussed with you within **ten** workdays (**11.7.4.2**). If this requirement is not met, you may grieve your observation based on a lapse in the contractual timelines. You have the right to attach a written response to all written observations (**11.7.4.2**). There is no timeline by which you must write your response, but 10 days is somewhat standard.

Interim Evaluations - Interim evaluations are required for non-permanent employees and must be completed by December 8th (**11.7.5.1**). Interims are not required for permanent employees; however, if either the evaluator or evaluatee requests an interim evaluation, it must be completed no later than **January 31st** (**11.7.5.2**).

Distinguished Rating - The district has a form to guide the evaluation process if you want to pursue a “distinguished rating.” This should be discussed with your evaluator at your initial conference. “Meets Expectations” is a rating that would indicate you are the type of teacher we would want our own children to have.

Self Evaluation – If you have permanent status and received an overall rating of “Meets Expectations” or better on your most recent Standard Evaluation you have the option to complete a Self-Evaluation, under the following conditions: 1. You must express an interest, in writing, during your Initial Conference. 2. Your principal / supervisor approves (**11.8.1**). If you are performing a self-evaluation you will identify the two standards on which to be evaluated. You will present to the Principal/designee your plan to demonstrate proficiency for the standards selected. You can do a research project, demonstration lesson, develop a unit plan, or some other self-directed inquiry, provided you and the Principal/designee both agree that the proposed final product will sufficiently demonstrate proficiency for the standards selected. You will document your work on the standard District evaluation forms in accordance with the usual timelines, and, at the end of the year, on the same timeline as provided elsewhere in the evaluation procedures, reduce to writing your learnings from the process and discuss these reflections with the Principal/designee in a post Self-Evaluation conference. (**11.8.2**)

5-Year Evaluation Cycle – If you have permanent status, have been employed with the District for at least ten years, are “highly qualified” as defined in 20 U.S.C. Sec. 7801, and your previous Standard Evaluation rating was Meets Expectations or above in all areas formally evaluated, you may be evaluated on a 5-year cycle, rather than 2-year cycle. You and your evaluator must both agree. You or your evaluator may withdraw consent at any time. (**11.4.3**) There is no required form, but you should memorialize agreement with your evaluator in writing (an email is enough).

Final Conference – Your final evaluation conference must be held at least **30** calendar days prior to the end of the academic year, (Friday, May 3, 2024 this school year) (**11.6.2.1**). You must sign the evaluation form - even if you disagree with it. Your signature doesn’t constitute agreement, only that you have read it and have been informed you have the opportunity to respond in writing (**11.6.3.1**). Your evaluator’s subjective rating of your performance isn’t grievable, so please respond in writing if you feel you have been evaluated unfairly. Unit members will be given the opportunity to prepare written comments on both the interim and final evaluation, and such a written comment shall be attached to the evaluation report and placed with it in the unit member’s personnel file (**11.6.4.1**). Responses should be objective in nature and unemotional. You can ask MDEA leadership to read comments before submitting. There is no timeline by which you must write your response, but 10 days is somewhat standard.

If you have questions or concerns about any aspect of the evaluation process, please contact MDEA at 925-676-4664 or by email to MDEA@OurMDEA.org.