

**ADMINISTRATIVE CIRCULAR NO. 5**  
Office of the Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** August 18, 2005

**To:** School Principals, Vice Principals, Division and Department Heads, Child Development Center Administrators, and San Diego Education Association Representatives

**Subject:** CERTIFICATED EVALUATION

**Department and/or Persons Concerned:** Certificated Staff

**Due Date:** Traditional work year: Second-year probationary employees – February, 17, 2006. Permanent, first-year probationary employees, and temporary contract employees (leave replacement, restricted, and emergency status) – April 28, 2006. Year-round schools: February 17, 2006 and May 15, 2006.

**Reference:** District Procedure 7355 and Collective Negotiations Contract for the Certificated Bargaining Unit, Article 14.

**Action Requested:** Evaluate certificated staff by due dates. Notify Human Resource Services Division (HRSD) of corrections to staffing report of evaluatees.

**Brief Explanation:**

The evaluation of teachers and other certificated employees is one of the most important responsibilities of management personnel. Your cooperation is essential to ensure that significant, challenging objectives are established; that the degree of achievement is carefully evaluated; and that the process takes place within the timelines established by the collective negotiations contract.

Please consider the following points as you administer this year's evaluation cycle:

1. All probationary and temporary contract employees on your staff (leave replacement, restricted, intern, and emergency status) must be evaluated. Permanent employees whose performance has previously been evaluated as effective, are evaluated at least every other year. Probationary employees are evaluated each year.
2. For the evaluation process, please refer to Article 14 in the Collective Negotiations Contract for the certificated bargaining unit before beginning the evaluation process.
3. **For second-year probationary employees, the due date for final evaluations is on or before February 17, 2006.** In order to meet timelines for Board of Education approval, it is important that HRSD receive, **no later than February 17, 2006**, the final evaluation report for any second-year probationary employee who receives a less-than-effective evaluation.

4. Written formal evaluations for permanent certificated staff, first-year probationary, leave replacements, interns, restricted, and emergency status employees must be completed **on or before the last workday of April (April 28, 2006)** for traditional sites and **May 15, 2006**, for year-round sites. Refer to Attachment 1 for specific timelines including those whose performance has been evaluated as “requires improvement” or “unsatisfactory during the previous school year.
5. The required performance evaluation forms (see Attachments 2, 3, and 4) can be reproduced as necessary or can be downloaded from the District’s website, [www.sandi.net](http://www.sandi.net) via the Employment link.
6. Any employee who may receive a less-than-effective rating on **ANY** of the evaluation elements **MUST** be counseled on the specific objectives(s) and criteria where progress is necessary and **MUST** be provided with a written progress check and remediation plan which include the supervisor’s role in assisting the employee and a timeline for monitoring the employee’s progress. The conference must be held **no later than November 16, 2005** (traditional schools) or **November 2, 2005** (year-round schools) for second-year probationary teachers, and no later than **February 8, 2006** (traditional schools) or **February 7, 2006** (year-round schools) for other certificated staff. (Article 14, Section 14.6.3 Progress Check and Remediation.) The assigned certificated staffing administrator in HRSD should be contacted as soon as the evaluator suspects that an employee may receive a less-than-effective evaluation.
7. For samples and guides on classroom observations, please refer to the materials provided during the observation and evaluation training. Be specific in your comments and remember to record the date, time, and length of your observation. Remember to discuss your observation with the employee and provide him/her with a copy of your written observation statement within approximately 10 workdays of your observation. The employee should sign and date the supervisor's copy of the observation, acknowledging receipt and placement in the site file.
8. Send the original completed and signed copies of the Summary Evaluation Report forms, for each of the teachers evaluated, directly to HRSD, Room 1241. Evaluation worksheets and other materials should be retained at the school site. If the Summary Evaluation Report form is marked **less-than-effective**, attach the progress check and remediation plan, (or Counseling and Assistance Plan), Evaluation Worksheets, the Performance Evaluation Addendum form, and the written observation statement and send to the appropriate Assistant Superintendent for signature as reviewer of the evaluation.
9. For Alternative Evaluation process, refer to Collective Negotiations Contract, Article 14, Section 14.7.2. Evaluators contemplating this process should contact the certificated staffing administrator in HRSD for further assistance.

10. The certificated evaluation report is available via PeopleSoft's Human Resources menu. Navigation to the report is: Workforce Administration; Workforce Reports; Certificated Evaluations. The step by step instructions on running this report is available on the HRSD website at <http://prod031.sandi.net/personnel/>.

Due to the large volume of staffing that occurs at the conclusion of summer, including post and bid, the report may be incomplete and/or contain inaccurate information. As well, newly assigned staff may not be included on this initial report. It is recommended to run the report on a weekly basis.

For information regarding the electronic evaluation report, please call your HRSD contact listed below:

Elementary Sites:

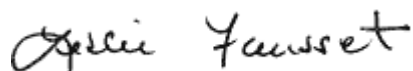
Lisa Ruiz (619) 725-8012  
Connie Velazquez (619) 725-8049

Secondary Sites:

Sonja Elston (619) 725-8050  
Darin Noyes (619) 725-8019

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:



Leslie Fausset  
Interim Superintendent

RGP:sch

Attachments (4)

Distribution: List A, C, D, E, F, H, and S

**ATTACHMENT 1**

**CERTIFICATED EVALUATION TIMELINES  
2005-2006 SCHOOL YEAR**

STEPS IN CERTIFICATED EVALUATION PROCESS	TRADITIONAL CALENDAR	YEAR-ROUND CALENDAR
<b>Staff Meeting</b> (1 <sup>st</sup> 4 weeks of pupil attendance)	Sept. 6 - Oct. 3, 2005	Sept. 6 - Oct. 3, 2005
<b>Objectives/Assessment</b> Discussion Conference (35 calendar days after school starts)	Oct. 11, 2005	Oct. 11, 2005
<b>Employee Turns In Objectives To Supervisor</b> (10 work days after conference)	Oct. 25, 2005	Oct. 25, 2005
<b>Supervisor Review of Objectives</b> (Must approve or disapprove within 10 workdays)	Nov. 8, 2005	Nov. 8, 2005
<b>Last Day Progress Check/ Remediation Plan</b> For Prob 2 (50 work days before summary evaluation report)	Nov. 16, 2005	Nov. 2, 2005
<b>Last Day Progress Check/ Remediation Plan</b> For Prob 1 & Permanent (50 work days before summary evaluation report)	Feb. 8, 2006	February 7, 2006
<b>Summary Evaluation Draft</b> For Prob 2 Discussion, meeting, Then final copy (3 <sup>rd</sup> Friday of February) Due no later than	February 17, 2006	
<b>Summary Evaluation Draft</b> For Prob 1, Permanent, Leave Replacement, Restricted Discussion, meeting, then final copy (Last workday in April for traditional) Due no later than	April 28, 2006	May 15, 2006
<b>Evaluation Due to Employee</b> Not later than 30 calendar days prior to the last day of school	May 19, 2006	June 21, 2006
Earlier timelines are established for evaluation of certificated unit members whose performance has been evaluated as "requires improvement" or "unsatisfactory" during the previous school year (see Collective Bargaining Agreement).		

**ATTACHMENT 2**

**SUMMARY EVALUATION REPORT CLASSROOM TEACHERS**

SANDIEGO UNIFIED SCHOOL DISTRICT	Employee ID Number	School/Location Name	Cost Center
Title Subject Area or Grade Level	Employee Status	<input type="checkbox"/> Regular Evaluation Year <input type="checkbox"/> Regular Evaluation Year (Progress Check and Remediation Plan)	<input type="checkbox"/> Special Evaluation

**SECTION I: EVALUATION COMPONENTS**      If any of the evaluation components are marked "Unsatisfactory" or "Requires Improvement," the requirements of section 14.6.3 (Progress Check and Remediation Plan) and/or 14.8.5 (Counseling and Assistance Plan) must be met, and a Performance Evaluation Addendum must be completed.

Unsatisfactory	Requires Improvement	Effective	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Progress of students toward established standards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Instructional techniques and strategies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Adherence to curricular objectives.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Establishment and maintenance of a suitable learning environment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Performance of non-instructional duties and responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Achievement of stated objectives.

**SECTION II: COMMENTS BY EVALUATOR:**

**SECTION III: COMPOSITE EVALUATION:** If any of the evaluation components are marked "Unsatisfactory" or "Requires Improvement," the requirements of section 14.6.3 (Progress Check and Remediation Plan) and/or 14.8.5 (Counseling and Assistance Plan) must be met, and a Performance Evaluation Addendum must be completed.

Unsatisfactory                      Requires Improvement                      Effective   

**SECTION IV: COMMENTS BY EVALUATEE:** Evaluatee may also attach additional written response  
 If additional comments are attached check here

EVALUATOR & SUPERVISOR	EVALUATEE	REVIEWER
_____ Signature	I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. A copy of this Summary Evaluation Report and all attached documents will be placed in my personnel file after ten (10) working days. I may prepare a response and have the response attached to this document.	_____ Signature
_____ Title		_____ Title
_____ Date		_____ Date
_____ Signature		_____ Date

EVALUATION WORKSHEET

SAN DIEGO UNIFIED SCHOOL DISTRICT

Reference: Collective Negotiations Contract Article 14

Instructions: Use separate form for each objective. Evaluatee completes parts A, B, and C and forwards both copies of forms to evaluator. After review and/or the final decision on objectives, evaluator and evaluatee sign and return one copy to evaluatee (Article 14, Sections 14.3.2, 14.4 and 14.8.6.1). Prior to final evaluation conference, evaluatee completes part D for each objective. Evaluator and evaluatee review and sign worksheets when Summary Evaluation Report is completed. Worksheets will be placed in personnel file either at district or site location.

A. Objectives and Standards:

B. Assessment Techniques:

C. Support Requirements and/or Constraints:

D. Degree of Achievement: Evaluatee:

D. Degree of Achievement: Evaluator:

Parts A, B, and C

Part D

Evaluatee's Signature

Date

Evaluatee's Signature

Date

Evaluator's Signature

Date

Evaluator's Signature

Date

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. A copy of this Summary Evaluation Report and all attached documents will be placed in my personnel file after ten (10) working days. I may prepare a response and have the response attached to this document.

**ATTACHMENT 4**

**PERFORMANCE EVALUATION ADDENDUM**

San Diego Unified School District

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Instructions: This form MUST be completed when elements of Section I and/or Section III of the Summary Evaluation Report contain an "Unsatisfactory" or "Requires Improvement" evaluation. The Addendum should be attached to the evaluatee's and supervisor's copy of the Summary Evaluation Report.

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Employee Name	Employee ID Number	Location Name
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Describe areas of performance considered unsatisfactory or requiring improvement.

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Describe specific assistance provided (include dates).

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Describe results of assistance (include dates).

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EVALUATOR & SUPERVISOR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

EVALUATEE

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. A copy of this Summary Evaluation Report and all attached documents will be placed in my personnel file after ten (10) working days. I may prepare a response and have the response attached to this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

REVIEWER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date