

**ADMINISTRATIVE CIRCULAR NO. 99**  
Office of the Deputy Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** April 18, 2006

**To:** Principals and Site Administrators (excepting charter schools),  
Assistant Superintendents

**Subject:** PEER ASSISTANCE AND REVIEW (PAR) PROGRAM

**Department and/or  
Persons Concerned:** K-12 Teachers (excepting charter schools)

**Due Date:** Traditional Sites - May 8, 2006  
Year Round Sites – May 30, 2006

**Reference:** SDEA Collective Negotiations Contract, Article 18

**Action Requested:** Complete and return by the due date

**Attachments:** Participating Teacher Information Sheet

**Brief Explanation:**

The district and the San Diego Education Association (SDEA) jointly implement the Peer Review and Enrichment Program (PREP). PREP includes a mandatory Peer Assistance and Review (PAR) component for permanent K-12 classroom teachers who receive overall evaluations of “Unsatisfactory” based on the ratings of the first four elements in any combination, or “Unsatisfactory” in one of the four, and overall evaluations of “Less than Effective.” Teachers who receive evaluations of “Requires Improvement” do not qualify for PAR. However, PAR may provide them assistance on a space-available basis.

Principals must notify the PAR Program of all teachers who will qualify for services in 2006-2007 for the district to meet its contractual obligation. After finalizing 2005-2006 teacher evaluations:

1. Complete the attached Participating Teacher Information Sheet for each teacher at your site who receives an evaluation of “Unsatisfactory” or “Requires Improvement.” If no teachers are in this category, check the box at the top of the form.
2. Return all forms via school mail in a sealed envelope marked “Confidential” to Bonnie Schindler, IMC, Building A by the dates indicated below. Do not send this information via e-mail or fax.

The due dates for this information are as follows:

<b>Traditional Sites:</b>	<b>5:00 p.m., May 8, 2006</b>
<b>Year Round Sites:</b>	<b>5:00 p.m., May 30, 2006</b>

PAR Consulting Teachers will contact principals soon after the due dates to arrange support for teacher(s) who qualify for the program. Assistance will begin in Summer 2006.

If you have questions about PAR, contact [bschindler@sandi.net](mailto:bschindler@sandi.net).

Bonnie Schindler  
Program Manager  
Peer Assistance and Review Program

APPROVED:



Geno Flores  
Deputy Superintendent

BS:sl

Attachment

Distribution: Lists B, D, E, and F

**2006-2007 Peer Assistance and Review (PAR) Program  
Participating Teacher Information Sheet**

No teachers at my site currently qualify for Peer Assistance and Review (PAR) support in 2006-2007. Site: \_\_\_\_\_

**OR**

The teacher below received "Unsatisfactory" and/or "Requires Improvement" on his/her final 2005-2006 evaluation. (Complete a form for each qualifying teacher.)

Teacher's Name: \_\_\_\_\_  
*(last)* *(first)*

School Site: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

<b>Evaluation Element</b>	<b>Unsatisfactory</b>	<b>Requires Improvement</b>
Progress of students towards established standards		
Instructional techniques and strategies		
Adherence to curricular objectives		
Establishment and maintenance of suitable learning environment		
Performance of non-instructional duties and responsibilities		
Achievement of stated objectives		
<b>Overall Evaluation</b>		

Submitted by (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**MAIL completed forms in envelope marked  
"Confidential" to Bonnie Schindler, PAR Program  
Manager, IMC, Bldg. A, by:**

**Traditional Sites – No later than May 8, 2006  
Year-Round Sites – No later than May 30, 2006**