ADMINISTRATIVE CIRCULAR NO. 17

Office of the Chief of Human Resources

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 6, 2013

To: Area Superintendents, School Principals, Vice Principals, Division and

Department Heads, Child Development Center Administrators, and San

Diego Education Association Representatives

Subject: CERTIFICATED STAFF PERFORMANCE EVALUATION

Department and/or

Persons Concerned: Certificated Staff

Due Date: Traditional work year: Second-year probationary employees due

February 21, 2014. Permanent, first-year probationary employees, and

temporary contract employees (leave replacement, restricted and

provisional level credential status) due April 30, 2014.

Year-round schools: Second-year probationary employees due

February 21, 2014. Permanent, first-year probationary employees, and

temporary contract employees (leave replacement, restricted and

provisional level credential status) due May 15, 2014.

Action Requested: Evaluate certificated staff by due dates. Notify Human Resource

Services Division (HRSD) of corrections to staffing report of evaluated

employee.

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; the degree of achievement is carefully evaluated; and the process takes place within the timelines established by the collective negotiations contract. Attachment 1, "Certificated Evaluation Timelines – 2013-2014 School Year," will assist you in scheduling each step of this process on your calendar to meet contract deadlines.

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 provisional level credential 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. A five-year evaluation cycle may be considered with mutual consent.
- 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.

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- 3. For second-year probationary employees, the due date for final evaluations is on or before February 21, 2014. In order to meet timelines for Board of Education approval, it is important that HRSD receive, no later than February 21, 2014, 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 provisional level credential employees (which include Provisional Intern Permit, Short Term Staff Permit, District and University Interns) must be completed **on or before April 30, 2014** for traditional sites and **May 15, 2014**, 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 via the link "For District Staff." Select the Principal's Page and click on "Forms," and then "HR forms."
- 6. Any employee who receives a less-than-effective rating on ANY of the evaluation elements MUST be counseled on the specific objective(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 19, 2013 (traditional schools) or November 4, 2013 (year-round schools) for second-year probationary teachers; no later than February 10, 2014 (traditional schools) or February 5, 2014 (year-round schools) for other certificated staff. (Article 14, Section 14.6.3 Progress Check and Remediation.) The assigned Human Resources Officer 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 in the observation and evaluation manual. 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, Eugene Brucker Education Center. 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 Area Superintendent for signature as reviewer of the evaluation.

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- 9. For Alternative Evaluation process, refer to Collective Negotiations Contract, Article 14, and Section 14.7.2. Evaluators contemplating this process should contact the Human Resources Officer 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 to run this report are attached to this circular, (see Attachment 5) and are available on the HRSD website in the PeopleSoft HCM 8.9 job aids.

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

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

Area 1, 2, 3, and 4 Ester Victorio 619-725-8114 evictorio@sandi.net

Area 5, 6, and Student Services Theresa Chowdhury

619-725-8012 tchowdhury@sandi.net

APPROVED:

Jeannie Steeg

Interim Chief Human Resources Officer

JS:bn

Attachments (5)

#1 – Evaluation Timelines

#2 – Summary Evaluation Report

#3 – Evaluation Worksheet

#4 – Evaluation Addendum

#5 – How to Run Evaluation Report

Distribution: Lists A, B, C, D, E, F, H, and S

CERTIFICATED EVALUATION TIMELINES 2013-2014 SCHOOL YEAR

For SDEA Unit Members Working 182 Days on the Traditional or Year-Round Calendar

STEPS IN CERTIFICATED	TRADITIONAL			
EVALUATION PROCESS	CALENDAR	YEAR-ROUND CALENDAR		
Staff Meeting (1 st 4 weeks of pupil attendance)	September 3, 2013 - September 27, 2013	September 3, 2013 - September 27, 2013		
Objectives/Assessment Discussion Conference (35 calendar days after school starts)	October 8, 2013	October 8, 2013		
Employee Turns In Objectives To Supervisor (10 work days after conference)	October 22, 2013	October 22, 2013		
Supervisor Review of Objectives (Must approve or disapprove within 10 work days)	November 5, 2013	November 5, 2013		
Last Day Progress Check/ Remediation Plan For Prob 2 (50 work days before summary evaluation report)	November 19, 2013	November 4, 2013		
Last Day Progress Check/ Remediation Plan For Prob 1 & Permanent (50 work days before summary evaluation report)	February 10, 2014	February 5, 2014		
Summary Evaluation Draft For Prob 2 Discussion, meeting, Then final copy (3 rd Friday of February) Due no later than	February 21, 2014			
Summary Evaluation Draft For Prob 1, Permanent, Leave Replacement, Restricted Discussion, meeting, then final copy (Last work day in April for traditional) Due no later than	April 30, 2014	May 15, 2014		
Evaluation Due to Employee Not later than 30 calendar days prior to the last day of school	May 13, 2014	June 23, 2014		

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).

Timelines may vary for unit members working an individual calendar.

SUMMARY EVALUATION REPORT

CLASSROOM TEACHERS

Reference: Collective Negotiations Contract, Article 14

SAN DIEGO UNIFIE	EDSCHOOL DISTRI	CI					
Employee Name		Employee	ID Numb	er	School/Location Name		Cost Center
Title Subject Area	or Grade Level	Employee	Status	1	Regular Evaluation Year		☐ Special Evaluation
					Regular Evaluation Year (Figure 2) Repulser Evaluation Year (Figure 2) Repulser (Figure 2) Regular Evaluation Plan)	Progress	
SECTION I:	EVALUATION	N COMPONENTS			of the evaluation components		•
	Requires			Checl Plan)	uires Improvement," the requir k and Remediation Plan) and/o must be met, and a <u>Performan</u> pleted.	or 14.8.5 (<u>Co</u>	ounseling and Assistance
Unsatisfactory	Improvement	Effective					
			1.	Prog	gress of students toward ex	stablished	standards.
			2.	Instr	ructional techniques and s	trategies.	
			3.	Adh	erence to curricular objec	tives.	
			4.		blishment and maintenandronment.	ce of a sui	table learning
			5.		ormance of non-instruction	onal duties	and responsibilities.
			6.	Achi	ievement of stated objecti	ives.	
GEGTVON W	COMPOSITE	EVALUATION, 16	6.4				
	requirements of sec		s Check a	nd Ren	ation components are marked 'mediation Plan) and/or 14.8.5 (ed.		
	Unsatisfac	tory \square	Req	uires Ir	mprovement \square	Effective	
SECTION IV:	<u>COMMENTS</u>	BY EVALUATEE:	Evaluate	e may a	also attach additional written re	esponse	
	If additional co	mments are attached	check he	ere 📙			
EVALUATOR & S	SUPERVISOR	I certify that this re	eport has		iscussed with me.		REVIEWER
Signature		agreement. A copy attached document	y of this S s will be	Summa placed	ry Evaluation Report and all in your personnel file after	Signature	
Title		the response attach	•		re may a response and have nent.	Title	
Date		Signature			 Date	Date	
Pay 5/02			White	Dora	onnal Vallow School/Dant Pink	Employee	

Rev. 5/02 FORM NO. DS1011 White – Personnel Yellow – School/Dept Pink – Employee.

EVALUATION WORKSHEET

Page of	
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Collective Negotiations Contract Article 14

SAN DIEGO UNIFIED SCHOOL DISTRICT

Evaluator's Signature

evaluat (Article objectiv	tions: Use separate form for each obor. After review and/or the final dece 14, Sections 14.3.2, 14.4 and 14.8.0 ve. Evaluator and evaluatee review placed in personnel file either at dis	cision on objectives, 66.1). Prior to final evand sign worksheets	evaluato ⁄aluatio	or and evaluatee sign and conference, evaluatee co	return one copy to e ompletes part D for e	valuatee each
A.	Objectives and Standards:					
B.	Assessment Techniques:					
C.	Support Requirements and/or Cons	traints:				
	D (1.1)		T.			
D.	Degree of Achievement: Evaluatee:		D.	Degree of Achievemen Evaluator:	ıt:	
	Evaluatee.			Evaluator.		
	Parts A, B, and C			Pa	rt D	
Evalu	atee's Signature	Date	Evalu	atee's Signature	D	ate

Reference:

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 your personnel file after ten (10) working days. I may prepare a response and have the response attached to this document.

Date

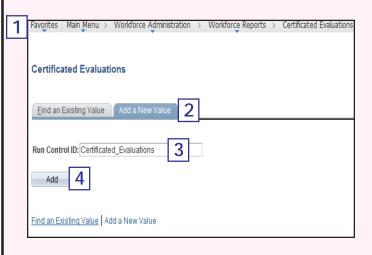
PERFORMANCE EVALUATION ADDENDUM

San Diego Unified School District

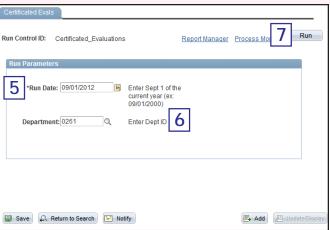
Employee Name	Employee ID Number	Location Na	me
Describe areas of performance	considered unsatisfactory or requiring	improvement.	
escribe specific assistance pr	ovided (include dates).		
escribe results of assistance (include dates).		
VALUATOR & SUPERVISOR	EVALUATEE I certify that this report has been discussed		REVIEWER
gnature	I understand my signature does not necessar agreement. A copy of this Summary Evaluattached documents will be placed in your p	ation Report and all	Signature
itle	ten (10) working days. You prepare may a the response attached to this document.		Title
ate	Signature	Date	Date

Certificated Evaluations Rep

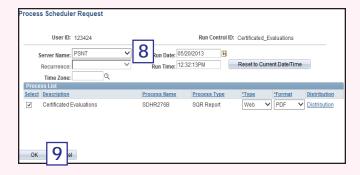
How to Run the Certificated Evaluations Report



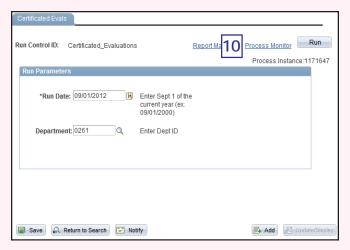
- 1. Navigate to: Workforce Administration > Workforce Reports > Certificated Evaluations
- 2. Click the **Add a New Value** tab.
- 3. Enter a **Run Control ID**. Use your initials, or name the report. The **Run Control ID** can have no spaces.
- 4. Click the **Add** button.



- 5. Enter the **Run Date**. Enter September 1 of the current school year.
- 6. Enter your **Department**, or click the to view a list of departments from which to choose.
- 7. Click the **Run** button.

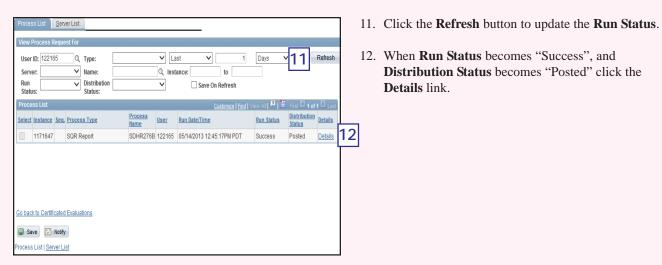


- Select **PSNT** from the drop-down menu for the **Server Name**.
- 9. Click the **OK** button.

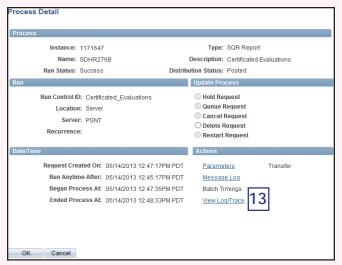


 Note your Process Instance number and click the Process Monitor link.





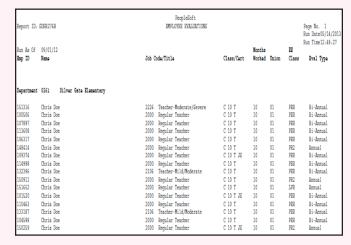
12. When Run Status becomes "Success", and Distribution Status becomes "Posted" click the Details link.



13. Click the **View Log/Trace** link.



14. Click the link that contains the **Process Instance** number, followed by **PDF** that you noted in **Step 10**.



15. Your report will open in Adobe Acrobat Reader.