



**HUMAN RESOURCES**  
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**MEMORANDUM**

TO: All Administrators  
FROM: Jolie Wineroth, Executive Director Human Resources  
SUBJECT: Short Form Evaluation Procedures 2008-2009

The contract is very clear and must be followed exactly as it relates to the use of the “short form” for evaluation. Contract language is listed below to ensure compliance in evaluation.

Article 16.6.2 of the Contract between the San Francisco Unified School District and the United Educators of San Francisco states:

*The short form **may** be used for permanent teachers who received a “satisfactory,” “highly satisfactory,” or “outstanding” rating in their most recent evaluation, except that at least every six (6) years, each permanent teacher shall have a long evaluation.*

**It is the administrator’s choice as to whether a short form or long form evaluation is used with any eligible teacher. The administrator should have a clear rationale for his/her choices.**

You may also use the short form for teachers in the Pilot STARSS Evaluation process who received a “meets standard” in their prior summary evaluation.

**Permanent (Tenured) Teachers Short Form Evaluation:**

Article 16.30.1: *For those teachers that the evaluator has determined to use the short form, the evaluator shall:*  
Article 16.2301.1: *Notify the teacher in writing by December 1<sup>st</sup> of the intended use of the short form certification.*  
Article 16.30.1.2: *Certify in writing by December 10<sup>th</sup> that the teacher shall have the same rating as they received on the most recent long form evaluation.*  
Article 16.30.2: *The teacher may, prior to January 15<sup>th</sup>, request in writing that a long form evaluation be conducted in the spring semester in place of the certification.*

**This may not be used for probationary, categorical, temporary, intern, or emergency teachers.** Follow Article 16.7 and 16.8 for them.

NOTE: Administrator MUST attach the Evaluation Certification Form, (Short Form) to a completed Summary Evaluation Form by May 9, 2009.

cc: File, United Administrators of San Francisco, United Educators of San Francisco

# SFUSD TEACHER EVALUATION RULES OVERVIEW

The following is an outline of the procedures for evaluating non-administrative certificated employees ("teacher") for the 2008-2009 school year. Please refer to Article 16 of the contract for details (relevant sections below marked with "§").

## WHO IS TO BE EVALUATED?

- Permanent teachers who were not evaluated last year, 2007 –2008. (§16.5)
- Probationary, temporary, categorical, emergency, and intern teachers (§16.4)
- Permanent teachers whose Summary Evaluation for 2007-2008 was Unsatisfactory or Improvement Needed. (§16.5.1)
- Others designated in writing by the Senior Executive Director, Human Resources. (§16.5.2; 16.5.2.1) (*Site administrators may request this in writing.*)

## WHAT MAKES UP THE EVALUATION?

- The evaluation is made up of a number of assessment sequences followed by a summary evaluation. The number of assessment sequences is determined by the status of the teacher. Each sequence results in a Written Classroom Performance Report (WCPR) or a Written Performance Report (WPR). (§16.7.1; 16.7.2)

HOW MANY ASSESSMENT SEQUENCES SHOULD THERE BE FOR THE YEAR?  
(§16.7.2)

1) ***For a permanent teacher with prior Satisfactory or above rating:***

Recommended = 2                      REQUIRED = 1                      (§16.7.2.1)

2) ***For a teacher rated Unsatisfactory or Improvement Needed in the previous year.***

REQUIRED = 4                      (§16.7.2)

3) ***For a permanent teacher who receives an Unsatisfactory or Improvement Needed on a Written Performance Report in the current year.***

REQUIRED = 3                      (§16.8.2)

4) ***For a second year probationary teacher:***

Recommended = 4                      REQUIRED = 2                      (§16.7.2.2)

5) ***For a probationary one, an emergency, intern, or non-tenured temporary or categorical teacher:***

Recommended = 4                      REQUIRED = 2                      (§16.7.2)

Teachers working less than a full year shall have a prorated assessment sequence. (§16.7.2.3)

**IMPORTANT NOTE:** Send a **copy** of any Written Classroom/Non-Classroom Performance Report with an Unsatisfactory or Improvement Needed rating to Jolie Wineroth, Senior Executive Director, within five days of submitting it to the teacher.

## WHAT MAKES UP AN ASSESSMENT SEQUENCE?

- A pre-observation conference, an observation, and a written report. We recommend holding a post-observation supervisory conference.
- In the case of a classroom teacher, the observation shall be one full period of forty minutes, or one full period, whichever is longer. (§16.17)
- In the case of a non-classroom teacher, the observation may be ongoing.

## WHAT ARE THE CALENDAR/TIMELINE REQUIREMENTS?

- (a) **By October 1:** The site administrator shall distribute:
- 1) Principal's expectations
  - 2) Job descriptions for those with non-classroom assignments. (§16.9)
  - 3) Memo with names of those to be evaluated, and list of months during which evaluations will be conducted (can be revised monthly). (§16.10.1)
  - 4) Section 16 of UESF contract (§16.10.2)
  - 5) Evaluation criteria (should mirror principal's expectations) (§16.10.2)
  - 6) Identity of evaluator for each staff member to be evaluated. A teacher may request in writing a choice of evaluator at schools having more than one administrator. (§16.10.2)
- (b) **By December 1 and April 1:** Written Performance Reports for non-classroom teachers shall be given to the teacher no later than December 1 for the Fall Term, and April 1 for the Spring Term. (§16.8.2)
- (c) **By January 15 and May 1 :** Written Classroom Performance Reports shall be given to classroom teachers no later than January 15 for an assessment sequence completed during the Fall Term and May 1 for one completed during the Spring Term. (§16.7.2)
- (d) **May 1: Teacher must receive the Summary Evaluation by May 1 if rated Improvement Needed or Unsatisfactory. If this date is not met, the entire evaluation sequence must be discarded.** (§16.25.1)
- (e) **By May 9:** Teachers shall receive their Summary Evaluation no later than thirty (30) calendar days prior to the last scheduled school day provided the teacher is rated Satisfactory or better. (§16.25.1)

## WHO DO I CALL WITH QUESTIONS?

Call Jolie Wineroth, Senior Executive Director, Human Resources, at 241-6144.

Written Performance Report  
Classroom Assignment

SFUSD  
San Francisco Unified School District  
Certificated Personnel

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Teacher's Name:

School:

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Status:

- First Year Probationary  
 Second Year Probationary  
 Permanent

- Emergency Teacher  
 Temporary Teacher  
 Intern Teacher
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Academic Year: 20\_\_\_\_ to 20\_\_\_\_

- First Semester  
 Second Semester

Evaluator:

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Date of Pre-Observation Conference:

Began:

Ended:

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Date of Classroom Observation:

Began:

Ended:

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Brief description of classroom situation observed:

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Pertinent factors that might have hindered the teacher's classroom effectiveness with regard to this lesson but over which he or she had no control:

Written Performance Report –Classroom Assignment

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Specific observable teacher or student behaviors that indicate professional effectiveness and/or areas in which professional improvement is needed:

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Assessment of Teacher’s Performance On Basis of Situation Observed:

- Outstanding Performance
  - Highly Satisfactory Performance
  - Satisfactory Performance
  - Improvement Needed Performance
  - Unsatisfactory Performance
- 

Supervisory suggestions to help teacher to improve performance:

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Evaluator’s Signature:	Title:	
Date Signed:	Date Given to Teacher:	
Date of Post-observation Conference (if held):	Began:	Ended:
Teacher’s Signature: (Does not necessarily imply agreement)	Date Signed:	

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Check if teacher has submitted a written response:

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**EVALUATION  
CERTIFICATION FORM  
2008-2009 (Short Form)**

Teacher Name: \_\_\_\_\_

Employee I.D. Number: \_\_\_\_\_

School/Site: \_\_\_\_\_

Status: Permanent

**2006-2007 Evaluation Rating (Check One)**

Satisfactory\_\_\_\_ Highly Satisfactory\_\_\_\_ Outstanding\_\_\_\_

**2008-2009 Evaluation Rating (Check Same as Above)**

Satisfactory\_\_\_\_ Highly Satisfactory\_\_\_\_ Outstanding\_\_\_\_

I certify the above-indicated rating shall be the rating for the named teacher for the 2008-2009 school year.

\_\_\_\_\_  
(Administrator's Signature)

\_\_\_\_\_  
(Date)

I certify that I have received this certification and agree with its rating for the 2008-2009 school year. I agree that I have not exceeded the six year limit for use of the short form, in accordance with Article 16.6.2 of the contract between UESF and SFUSD.

\_\_\_\_\_  
(Teacher's Signature)

\_\_\_\_\_  
(Date)

**Note: Administrator MUST attach this form to a completed Summary Evaluation Form before submitting to Human Resources**