Teacher Evaluation

Human Resources Committee of the Board of Education

May 21, 2002

Office of Staff Relations
## Teacher Evaluation

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Employees</th>
<th>Frequency</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provisional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Waiver</td>
<td>286</td>
<td>Once a year</td>
<td>1022</td>
</tr>
<tr>
<td>• Pre-Intern</td>
<td>2,929</td>
<td></td>
<td>1022</td>
</tr>
<tr>
<td>• Emergency</td>
<td>5,357</td>
<td></td>
<td>1022</td>
</tr>
<tr>
<td>• Temporary Contract</td>
<td>971</td>
<td></td>
<td>Stull</td>
</tr>
<tr>
<td>• University Intern</td>
<td>449</td>
<td></td>
<td>Stull</td>
</tr>
<tr>
<td><strong>Probationary</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• District Intern</td>
<td>971</td>
<td>Once a year</td>
<td>Stull</td>
</tr>
<tr>
<td>• Probationary 1&amp;2</td>
<td>4,990</td>
<td></td>
<td>Stull</td>
</tr>
<tr>
<td><strong>Permanent</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• CN</td>
<td>22,141</td>
<td>Once every two years</td>
<td>Stull</td>
</tr>
</tbody>
</table>
Evaluation Forms

1. 1022 Form - used with waiver, pre-intern and emergency credentialed teachers (Attachment #1)

2. Stull Form - used with Temporary contract, University Intern, District Intern, Probationary and Permanent teachers (Attachment #2)
Evaluation Procedure

1. Inform employees of expectations

2. Hold an initial planning conference and approve objectives on employee’s initial planning sheet (Attachment #3)

3. Conduct formal and informal classroom observations

4. Meet with employee to provide post observation feedback
   Identify specific strengths and deficiencies
   Provide specific recommendations

5. Issue final evaluation
Potential Unsatisfactory Employee (Due Process)

1. Contact Office of Staff Relations (OSR) Field Coordinator
2. Hold initial planning conference and identify specific areas of concern
3. Conduct formal and informal classroom observations
4. Hold post observation conferences and document specific deficiencies with assistance and guidance
5. Repeat steps 3 and 4 above
6. Provide a mid year assessment conference and put employee on notice of a possible below standard evaluation
7. If there is no substantial improvement issue the below standard evaluation within the designated time limits)
Role of the OSR Field Coordinator

1. Responds to administrators’ request for assistance

2. Reviews contractual requirements with administrator

3. Assists administrator with written documentation (i.e. conference summaries)

4. Assists with final evaluation form including attachment

5. If a grievance is filed, represents administrator in all steps of the grievance process including arbitration
Training Opportunities for Administrators

1. New Administrators’ Academy for newly assigned administrators

2. Voluntary OSR small group and/or individualized staff development for site administrators

3. Presentations at principals’ meetings if requested
### DATA PROCESSING COPY

**Contracts and Processing Office, Room P-150, Administrative Office.**

The performance contract for a specified period of time is intended to help employees achieve their job objectives and meet the performance criteria of the district's job classification. This contract is for a specified period of time. The contract will be reviewed at the end of the period. The review copy should be given to the employee and kept copies with one week after the end of the period. The filled copy should be given to the administrative office of the school or office that the employee is assigned to. The employee's signature is required on the filled copy. The filled copy should be signed and returned to the administrative office.

**EMPLOYEE SIGNATURE**

**ADMINISTRATOR SIGNATURE**

**EMPLOYEES WHO ARE RATIODE OVERALL EXCELENTS OR RECEIVED A CONTRACT** AND WOULD BE RETURNED TO YOUR SCHOOL IF THERE IS AN OPEN POSITION.

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### COMMENTS:

1. **Overall Evaluation**
   - Exceeds standard
   - Meets standard
   - Satisfactory
   - Less than satisfactory

2. **Conflicts (Date)**
   - 1. Classroom Observations (Date)
   - To

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### EVALUATIONS:

Mark the sections which in your opinion best describe the employee's performance. Any areas which are marked less than satisfactory require additional specific comments.

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### ATTACHMENT 1

Los Angeles Unified School District

Mark Hancock

Personnel Division

[Signature]


I. PURPOSE

District recognizes the need to update and revise policies, procedures, and practices to ensure compliance with state and federal laws and regulations. This bulletin replaces Bulletin No. 12-1996, which is no longer applicable. The revised bulletin is effective immediately.

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II. PERSONNEL TO BE EVALUATED AND REQUIRED FORMS

January 31, 2001

Personnel, except in the case of special education teachers and those employed by the Division of Personnel, to whom approval may be delegated, shall be evaluated by the principal or the designated personnel. This evaluation shall be conducted in accordance with the provisions of the Education Code and the District's evaluation policy. Additional details can be found in the Personnel Policies and Procedures Manual.

This bulletin is intended to provide guidance to personnel responsible for conducting evaluations. The guidelines have been prepared to assist in the implementation of the requirements of the California Education Code Section 4464 and the Administrative Code.

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Administrators

Barbara King, Assistant Superintendent

Human Resources

R. C. Y. Yamashita, Associate Superintendent

Human Resources

January 31, 2001

Distribution: All Schools and Offices

Los Angeles Unified School District

For your Information

Attachment 3
IV. ADMINISTRATORS RESPONSIBLE FOR EVALUATIONS

Permanent personnel shall be evaluated at least every other year.

Year:
- Personal receiving a Notice of Unsatisfactory Service or Action in the previous school year.
- Personal receiving a Below Standard Performance Rating, unless at the end of the year.
- Personal who were not evaluated for any reason in the previous school year.

The following personnel must be evaluated in the current year:

- Provisional and probationary teachers must be evaluated annually using Form 1022.
- Qualifying personnel.
- District means, university interns, and temporary contract personnel.
- Probationary and conditional teachers.
- 

Non-permanent personnel shall be evaluated at least once each school year, including the following:

III. FREQUENCY OF EVALUATIONS

3. Final Evaluation Report, Form 98.3.
2. Observation/Conference Sheet, Form 1073.
1. Initial Planning Sheet, Form 1072.

Employees in this category are evaluated using the following forms:

- Support Services Personnel
  - Annually using Form 1072.
  - Note: Teachers employed under emergency permits in provisional status must be evaluated.
...
shall not be considered a public record.

An employee's evaluation, file, and copy remain in the employee's personnel file. A copy shall be placed in the

report shall be given to the employee at this conference. A copy shall be given to the

recognition for improvement and the assistance given to be given. A copy of the

specifically described in writing the area of below Standard Performance, together with

a Final Evaluation Report is marked „Below Standard Performance‟. The conference shall

conference with the employee to discuss concerns of the Final Evaluation Report. When

least 30 calendar days prior to the end of the school year, the evaluator shall hold a

i.

The Final Summary Conference

D.

1. The evaluator shall prepare and issue the Final Evaluation Report not less than 30

days prior to the conference.

2. If the conference is not held at the evaluator's request, the conference must be held within

20 calendar days of the issuance of the Final Evaluation Report. Refer to the appropriate school

Manual for the calendar days for the Final Evaluation Report. After conducting the conference,

N. Notify the employee in writing of the possibility of issuing such a rating.

b. Notify the employee in writing of the possibility of issuing a „Below Standard Performance‟ rating.

a. Notify the employee in writing of the possibility of issuing a „Below Standard Performance‟ rating.

If the employee is not satisfied with the conference decision, the employee may appeal to the

Appropriate School, Regional, or District Administrator. The conference shall consist of the

participant, the evaluator, and an impartial third party. The conference shall conclude with the

participant indicating that an employee may receive a „Below Standard Performance‟ rating on the


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VI. DISTRIBUTION OF FORMS

A. Rosters of personnel to be evaluated along with a supply of Initial Planning Sheets and Observation Conference sheets will be distributed during the school year. Additional forms may be obtained from the Human Resources Division by calling the Human Resources Division Supply Clerk at (213) 625-6946.

B. Rosters and pre-printed Final Evaluation reports will be distributed to schools and offices by the end of January.

E. Forwarding the Materials

1. The original signed form should be forwarded to Employee Records Units, Human Resources Division, Room P-8, and will become a permanent part of the employee's personnel service folder.

2. Written responses, if any, should be attached, but not stapled to each copy of the report.

3. The evaluator should retain the school or office copy.

By June 8, the Final Evaluation Report should be distributed as follows:
INSTRUCTIONS FOR USE OF ROSTER

Introduction

Each school year certain certificated staff are mandated by state law to be involved in the School Evaluation process. Associate Superintendent, Human Resources, has designated personnel forms to be evaluated this year with.

I. INTRODUCTION

For additional forms call the Human Resources Supply Clerk at (213) 625-6546.

For assistance regarding Rosters, call the Employee Services Section at (213) 625-6245.

Line H. Yamagita, Associate Superintendent

APPROVED:

Human Resources

DIVISION:

FORMS DUE NO LATER THAN JUNE 7, 2002

January 31, 2002

DATE:

ROSTERS AND FORMS

FINAL STUDY EVALUATIONS:

MEMORANDUM NO. S-1-5

SUBJECT:

DISTRIBUTION:

All schools and selected offices

ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES

LOS ANGELES UNIFIED SCHOOL DISTRICT

ACTION, REQUIRES RESPONSE

ATTACHMENT 3A
Office locations should begin coding absences and tardies according to the beginning
3301 pay period. The "first" school month begins with the third Thursday (August 30) of the
marked "first" school month. Refer to payroll calendars for starting week/day. If it is not
necessary to designate off-track time,
Single Track (F.E.A.R.N) locations should begin coding absences and tardies in the box
marked "Days Absent" should be reported to the nearest whole day.
Multiple location time sheets should be completed using time reporting codes (e.g., T-ILLNESS,
Improvement, or Below "work performance standards.
Comments are required for evaluations that are marked either "No" or "Needs
written to mark circles.
OFFICE USE ONLY box
the employee is correctly written at the top of the form. Do not bubble in the "FOR
When completing a non-preprinted form, be sure that the number and location code of
If the printed information is incorrect, discard the form and use a blank evaluation
Specific directions are as follows:
Instructions listed on the back of this form. Additional
January 31, 2002
MEMORANDUM NO. S-31
Human Resources
DISTRICT SUPERINTENDENT

P-8. A copy of each completed Management Form should be mailed to the Local
Mail original evaluation forms to Records Unit, Human Resources Division, Room
forms.

Give one copy to employee. Retain one copy for office files.

No later than June 7, 2002, duplicate necessary copies of completed final evaluation
ending dates so that forms are completed within appropriate timelines.

Final evaluation forms are to be reviewed within 30 days from the last regularly scheduled school day of the employee’s scheduled work
year in which the evaluation takes place. Refer to the appropriate track calendar for track
year which the evaluation takes place. Refer to the appropriate track calendar for track

1. DUE DATES

2. FORM

A. Do not place the employee’s employee number on the back of the
Verify that the employee number is correctly entered for evaluation and/or

cannot be processed.

B. EVALUATION section of the form be bubbled. Skill forms that are not bubbled in
Bubbled all areas using a #2 pencil. It is mandatory that the "OVERALL

DO NOT staple, hole-punch, time-stamp, tear or otherwise mutilate the form.

January 31, 2002
MEMORANDUM NO. S-31

Human Resources