NICASIO SCHOOL DISTRICT

Administrative Rules and Regulations

Series 4000: Personnel AR 4215

CLASSIFIED PERSONNEL

Performance Evaluation/Supervision

Guidelines for the Supervisor

The following guidelines are to assist the supervisor to evaluate the employee's performance and discuss the employee's effectiveness in a positive, two-way communication.

Using the appropriate job description as a guide, the supervisor will evaluate the employee's performance of responsibilities and tasks which the supervisor has regularly and directly observed during the evaluation period. Consider the way tasks or duties were performed and/or the consequences of their performance.

Frequency

- 1. Probationary employees will be evaluated by the sixth month of their one year (twelve-month) probationary period.
- 2. Every temporary, first and second year employee shall be evaluated by the District, in writing, at least once each school year. Thereafter, employees shall be evaluated at least once every two (2) years.
- 3. Employees shall be evaluated by the Superintendent or Principal.
- 4. The evaluation shall be completed no later than thirty (30) days before the last school day scheduled on the current school calendar.

Pre-Evaluation Meetings

- 1. Employees who are to be evaluated during the school year shall be furnished a copy of the evaluation procedures and advised of the criteria upon which the evaluation is to be based no later than October 1.
- 2. The evaluation criteria shall be based on the "Areas of Focus" outlined on the Performance Evaluation form (E 4215B).
- 3. No later than October 15, employees to be evaluated will submit a Professional Goals document (E 4215A) one (1) proposed goal developed from two (2) key elements in one (1) area of focus upon which they desire to be evaluated. The District may add one (1) additional goal developed from two (2) key elements from one (1) area of focus. The goals shall include specific objectives and time for completion.

4. By November 1, employees shall meet with the Superintendent or Principal for an initial conference to review the goals, timetable for their completion and timelines for observations and formal evaluation.

Observations and Visitations

- 1. Each Formal Evaluation shall be based on not less than two (2) scheduled observations by the Superintendent or Principal.
 - a. A scheduled observation shall be preceded by a conference between the Superintendent or Principal and the employee. The conference shall be at least two (2) days prior to the observation.
 - b. The purpose of the conference will be to clarify the goals and objectives to be observed.
 - c. This provision does not preclude nonscheduled observations and/or informal visitations as an additional basis for evaluation. However, any note or written information from these observations and/or informal classroom visitations will be shared with the teacher within five working days.
- 2. The Superintendent or Principal shall meet with the employee within five (5) days of a formal observation and provide a signed and dated Observation Report.
 - a. If one (1) or more of the Observation Reports are negative, the employee may request one (1) additional scheduled observation, conference, and Observation Report. At the conference, the Superintendent/Principal shall make recommendations for improvement in the areas deemed unsatisfactory, which may include in-service training and/or participation in conferences which shall be at District cost.

The Formal Evaluation

- 1. The final written evaluation shall be delivered and discussed at a conference, scheduled specifically for that purpose, between the Superintendent or Principal and the employee.
- 2. The conference shall be held no later than thirty (30) days prior to the last school day on the school calendar.
- 3. The Superintendent or Principal shall present the written evaluation using the Performance Evaluation Classified Personnel form (E 4215B) and discuss its content with the employee. The employee shall sign the written evaluation, signifying receipt and awareness of the opportunity to attach a written response in accordance with Education Code 44031. The employee shall receive a copy of the written evaluation and the original shall be placed in the personnel file.
- 5. The Performance Evaluation shall include recommendations and timeline(s) for improvement in each area which is rated "below" expectations for performance standards. In such cases, the evaluator must cite specific examples of ineffective performance, specify necessary improvements, and make recommendations.

- 6. Unscheduled evaluations may be requested by the supervisor in the event of significant change in performance.
- 7. Follow-Up Action: Employee evaluations indicating "below" expectations will require a follow-up evaluation by no later than 30 days to determine progress towards meeting those expectations.

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