



Evaluation Timeline

Evaluations begin within the first month of school for all temporary and probationary employees as well as about half of our permanent unit members. Once you've hit your second year of permanent status, you get a break and then continue with evaluations every other year. (This has been clarified and while it seems that it hasn't always gone this way, members *should be* evaluated their first year of permanent status and then have "even years" off of evaluations. - It got confusing in the last few years with larger numbers of temporary teachers on staff.)

ALL members being evaluated should have received (by September 30th) a notice from your administrator that you are being evaluated this year. Many principals do a large group meeting to inform you of the process, while others meet with their staffs one-on-one. If you haven't been notified by September 30th, but they tell you later that you are being evaluated this year, please notify your site rep IMMEDIATELY.

By November 1st, your evaluator will set up an initial conference with you to set up your objectives. Most principals ask that you pick one to two objectives in each of the four areas: Curricular Adherence, Instructional Techniques & Strategies, Pupil Progress, and the Establishment & Maintenance of a Suitable Learning Environment. If you feel that you are being asked to achieve unrealistic goals, way too many goals, or if your goals are tied to the level of your students' test scores in any way please notify your site rep IMMEDIATELY.

Sometimes, it helps to have a peer, coach, department chair or union rep attend the meeting with you - especially if it's your first time. If you don't do that though, at least check with someone else to see if what you're doing is similar to what they're being asked to do.

During the Fall Semester, your evaluator will set up a formal evaluation time to observe you.

This is a really good time to teach a lesson that you are very prepared for. This is the time to show your stuff. Make sure to have your lesson plans available and if you have a chance, try the lesson out with one of your classes (or just try it with some peers).

Within five days of that observation, you will meet with your evaluator to conference about the observation. Different evaluators have different styles and you should feel comfortable with that evaluator. If you need something from your evaluator, like if you want them to give you specific feedback on classroom management, ask for it ahead of time so that they can take special note of it. If they are telling you that you need to improve in certain areas, ask them for advice. They should be able to provide you with resources to better your teaching - that's why they are the evaluators.

DO NOT EVER BACK-DATE A DOCUMENT!!!

We all get busy and that's understandable. But, if an evaluator ever asks you to sign a form that is dated differently than the truth, either don't sign it - or correct the date!

If there is something that you don't agree with on the Observation Record or Conference Summary, you do have to sign the form acknowledging that you had the meeting, but you can write all kinds of notes on it or attach another document to it. **BEFORE YOU LEAVE** the conference **GET A PHOTOCOPY** of the evaluation form. Do not sign a form and expect to get a copy of it later on.

If you are asked to do an "Improvement Plan", make sure that you meet with a site rep for advice and to let them know that you'll be doing an improvement plan. If they are asking you to do something unreasonable **TELL YOUR SITE REP IMMEDIATELY!** They should also be providing you with resources to improve what they believe you need help with. Can you imagine telling one of your students that they're not doing good enough in your class and that they might fail, but then not teaching them what they need to know to pass your class? It may seem silly, but many evaluators do that very thing.

Your evaluator should also do some informal visits and observations throughout the year. You might ask them ahead of time if they'd like you to stop and welcome them to the classroom like you would a normal visitor or if they'd like you to ignore them and continue teaching like normal.

By February 1st, all temporary and probationary unit members will have a mid-year conference with their evaluator to review goals and adjust them if necessary. If you've asked for help in a certain area, but have not received it, please note it on the form and inform your site rep. Make sure to get a copy of the form **before** you leave the meeting.

During the spring semester, everyone being evaluated will have another formal observation and another conference within five days of that observation. Again, don't ever sign a back-dated observation summary or evaluation form. Be sure to get a copy of the form(s) before you leave the meeting.

By April 30th, you'll have your final conference and evaluation summary. If you ever get an "Unsatisfactory", "Improvement Plan Required or Requested", or "Improvement Plan Initiated" marked on your forms, see your site rep for assistance and advice. Once again, make sure not to sign a back-dated form and get a copy of your form(s) before leaving the meeting. You can see that we are really stressing that point. Get copies that you know have not been modified after you signed your document.

If you have any questions or concerns, please see a union representative - that's why we're here. Working together, we can all help each other to be more successful educators. And finally, if you are participating in the Peer Assistance and Review or Induction Programs, try to meet with your coach about your Goals and the California Standards for the Teaching Profession (CSTPs). While our evaluations are not currently based on the CSTPs, planning your goals with your coach will help you greatly in the District's evaluation process. Many principals have received training on the CSTPs and newer evaluation techniques.

Please take a moment to jot down the important dates on your desk calendar, in your PDA, or right in your teaching planner.