

The Evaluation Process

Every year, there are many questions that arise about evaluations, so this primer covers frequently asked questions and provides a checklist to ensure that you understand what the contract means and why it matters. The FAQs are not exhaustive and will be updated as needed, but the Collective Bargaining Agreement sets the definitive rules and timelines. The evaluation process is outlined and defined in Article VII of the CBA.

Evaluation Process–A Checklist

- Members are notified they are to be evaluated and who their evaluator will be no later than October 1st.
- ITDPs (Individual Teacher Development Plans): If the evaluating administrator is requiring ITDPs, teachers and evaluating administrators must make a good faith effort to write and agree upon ITDPs by October 15th.

Formal Observations:

- 25 minutes minimum duration
- Occurs before the end of January
- Member provides Pre-Observation Conference form prior to observation
- Post-Observation Conference is scheduled within five (5) days of the Formal Observation
- Post-Observation Conference held—evaluating administrator reviews observations as recorded citing any deficiencies
- Members and evaluating administrators shall take positive action to correct cited deficiencies

Plans for Improvement (If Needed)

Evaluating Administrators must assist the member if they cite deficiencies by:

- Making specific recommendations for improvement
- Providing direct assistance to implement recommendations
- Improvement is measurable
- A reasonable time schedule is provided for monitoring progress

Final Evaluations

- Final Evaluation is submitted after completion of formal observation and any potential plan for improvement
- For Non-reelections, all evaluations and notifications must occur before March 15th.
- For permanent teachers, all final evaluations are due by May 1st.

Complaints in Evaluations

- Any complaints about unit members used in the evaluation must have been reported to the member within five (5) school days after receipt of the complaint(s) with the name(s) of the complainant(s).
- Prior to using complaints in the evaluation, the evaluating administrator must make a reasonable effort to verify accuracy of the complaint.
- Members have a right to present, in writing, their versions of any information used in the evaluation report.

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FREQUENTLY ASKED QUESTIONS

Q: I was evaluated last year. My administrator is evaluating me again this year. Can they do that?

A: Yes. Temporary and Probationary teachers are evaluated annually. Permanent teachers are evaluated AT LEAST every other year—but can be evaluated annually at the discretion of the site administrator when a teacher did not meet or exceed standards in the prior evaluation. Permanent teachers with at least ten (10) years experience in the District are evaluated AT LEAST every five (5) years—but can be evaluated more often at the discretion of the site administrator when a teacher did not meet or exceed standards in the prior evaluation. Human Resources keeps a master list of the evaluation cycle for each teacher and provides a list of who is up for evaluation each year to site administrators. If you have documentation showing that HR's list is erroneous, share it with your site administrator and have a conversation about what they plan to do and why they plan to do it. If you were given a plan for improvement the prior year, you can expect to be evaluated again regardless of the rotation schedule provided by HR. But ultimately, your administrator must notify you by October 1st if they plan to evaluate you during the year.

Q: What does the timeline for my evaluation look like?

A: See the included checklist. But essentially—October 1: evaluator names. October 15: ITDPs completed. January 31: Formal Observation completed and any improvement plan is put in place. February 1-April 30: Plans for Improvement enacted and supported by administrators. March 15: non-reelections issued. May 1st: Final evaluations due to the HR.

Q: My administrator came by my room unannounced. Can they do that?

A: Yes. Informal observations may be made at any time during the school year by administrators whether you are being formally evaluated or not. Note that FORMAL OBSERVATIONS are planned and part of a process that includes pre- and post-observation conferences, but informal observations are typically shorter drop in visits that can happen at any time. The hope is that administrators provide feedback to teachers anytime they drop in for a visit whether it is announced or not.

Q: Why do evaluations always feel so confrontational?

A: Evaluations should not feel confrontational. If they do, it could be for a plethora of reasons. For example, the principal may not understand the underlying philosophy outlined in the CBA that the purpose of evaluations is to “improve employee strengths, develop growth, assess employee performance, and become more effective in his/her professional role.” Another reason could be that the evaluating administrator may not have developed a strong enough relationship with educators at the site to ensure trust in the process. Or even worse, the administrator uses

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evaluations in a weaponized way—which breaks trust and psychological safety among faculty on the campus. All too often, administrators are under trained in how to conduct effective evaluations in a way that promotes reflective professional dialogue and guidance for growth.

Q: Can my administrator make me change my ITDPs?

A: Per the CBA, evaluating administrators may suggest revisions in writing to you. One piece of advice when working with administrators on evaluations—show them what they want to see, especially if you are not a permanent teacher. Just because you may have other professional growth goals, their suggestion of a different goal doesn't preclude you from having or meeting your personal goals.

Q: Can my administrator use information from my Induction Support Provider or my site's Intervention Teachers in my evaluation?

A: NO. The CBA prohibits peers (members of the TTA bargaining unit) from sharing potentially evaluative information they may collect during observations or conversations with you. Unit members shall not participate in the evaluation of other members. Beware of conflating meeting performance objectives for induction with what your evaluating administrator's expectations. They are often not wholly aligned.

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EVALUATION TIMELINE

August/September

It will be determined who is up for evaluation.

Per the CBA, you will be evaluated if:

1. You are a temporary teacher (at least 1x per year).
2. You are a probationary teacher (at least 1x per year).
3. You are a permanent teacher in the second year of a two year cycle.
4. You are a permanent teacher in the fifth year of a five year cycle (for permanent employees employed by the District more than 10 years).
5. You are selected for evaluation at the discretion of your site administrator because in your prior evaluation you did not meet or exceed the California Standards for the Teaching Profession.
6. You are notified that you will be evaluated and who your evaluator will be by October 1st.

October

October 1: Notification of unit members to be evaluated has occurred.

October 15: ITDPs, if asked for, are submitted.

October 1-January 31

- Formal Observation process completed with a pre-observation conference, at least 25 minutes of observation, and a post observation conference scheduled within five days of the observation.
- Informal Observations occur as needed.
- Plans for Improvement are enacted for any unit member who receives an “N” or a “U.”
- Final evaluations for non-reelections submitted.
- Non-reelection notifications occur.

February 1-April 30

- Unit members who received an “N” or “U” work on their plan for improvement.
- Administrators update the evaluation form based upon further observations noting progress based upon the plans for improvement.
- Final evaluations can be submitted for any unit member who is deemed proficient in all categories of their evaluation.

May

May 1: Final evaluations are submitted no later than this date.