

PERSONNEL – MLT Administrative/Management/Confidential Employees

SUBJECT: Evaluation/Supervision

The Governing Board believes that regular, comprehensive evaluations designed to hold administrative, management and confidential staff accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the district's vision and goals and school improvement plans.

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative, management and confidential employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

Administrative employees covered by employee contracts shall be evaluated in accordance with provisions of the contracts.

A certificated employee shall be evaluated annually as an administrator or supervisor in the district, unless otherwise provided for in an employee contract.

A classified employee shall be evaluated at least twice during the first year of employment as a management or confidential employee, once on or before serving sixty (60) regularly assigned consecutive working days and second on or before serving one-hundred and thirty (130) consecutive working days; and at least every two (2) years thereafter.

Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.

The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative, management or confidential position.

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

Legal Reference:

EDUCATION CODE

35171 Availability of rules and regulations for evaluation of performance

44660-44665 Evaluation and assessment of performance of certificated employees

Adopted 7/1/68

Revised 7/16/73, 2/3/75, 9/19/77 Revised/Readopted 4/23/90

Renumbered only: 10-21-13

revised: 2-2-15

44670-44671 Principal evaluation

45113 Rules and regulations for the classified service in districts not incorporating the merit system

GOVERNMENT CODE

3540.1 Meeting and negotiating in public educational employment, definitions

3543.2 Scope of representation

3545 Determination of bargaining units

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Professional Standards for Educational Leaders

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>