

# Teacher Evaluation

Human Resources Committee  
of the  
Board of Education

May 21, 2002

Office of Staff Relations

# Teacher Evaluation

<b><u>Category</u></b>	<b><u>Number of Employees</u></b>	<b><u>Frequency</u></b>	<b><u>Form</u></b>
<b>Provisional</b>			
•Waiver	286	Once a year	1022
•Pre-Intern	2,929		1022
•Emergency	5,357		1022
•Temporary Contract	971		Stull
•University Intern	449		Stull
<b>Probationary</b>			
•District Intern	971	Once a year	Stull
•Probationary 1&2	4,990		Stull
<b>Permanent</b>			
•CN	22,141	Once every two years	Stull

# 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







**5. PUNCTUALITY AND ATTENDANCE (cont'd)**

Attendance: (Note days absent and tardy excluding paid release time and religious holidays.)

Example: Total days absent = 3

<b>TOTAL</b>	1.	0	1	2	3	4	5	6	7	8	9	
<b>DAYS</b>	2.	0	1	2	3	4	5	6	7	8	9	
<b>ABSENT</b>	3.	3	0	1	2	3	4	5	6	7	8	9

SCHOOL MONTH	1st WEEK			2nd WEEK			3rd WEEK			4th WEEK			MONTHLY SUBTOTALS
	M	T	W/Th	F	M	T	W/Th	F	M	T	W/Th	F	
First													
Second													
Third													
Fourth													
Fifth													
Sixth													
Seventh													
Eighth													
Ninth													
Tenth													
Eleventh													
Twelfth													
Thirteenth													

<b>TOTAL</b>	1.	0	1	2	3	4	5	6	7	8	9
<b>DAYS</b>	2.	0	1	2	3	4	5	6	7	8	9
<b>ABSENT</b>	3.	0	1	2	3	4	5	6	7	8	9

<b>TOTAL</b>	1.	0	1	2	3	4	5	6	7	8	9
<b>DAYS</b>	2.	0	1	2	3	4	5	6	7	8	9
<b>TARDY</b>	3.	0	1	2	3	4	5	6	7	8	9

COMMENTS (OPTIONAL)

**6. OVERALL EVALUATION: (Fill in appropriate circle)**

Meets Standard Performance (Comments optional below)  
Below Standard Performance (Comments required below)

COMMENTS:  
(DO NOT WRITE OUTSIDE OF BOXES PROVIDED)

RECOMMENDATIONS:

RECOMMENDED ASSISTANCE:

If the evaluator is the principal, only one signature, employee number, and date are required. Use the administrator' sections.

EVALUATOR EMPLOYEE NO. AND SIG. DATE		MONTH	DAY	YEAR		
0	0	0	0	0	0	0
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9

EVALUATOR SIGNATURE	TITLE
ADMINISTRATOR SIGNATURE	

ADMINISTRATOR EMPLOYEE NO. & SIG. DATE		MONTH	DAY	YEAR		
0	0	0	0	0	0	0
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9

I have received a copy of this report but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten (10) working days from the date on which the report was received. This written response is to become a permanent part of the report and of my personnel service folder.

EVALUATEE SIGNATURE

DATE

**INSTRUCTIONS:**

Use a #2 pencil for appropriate circles. Please type all comments and other information. Make two copies and have all copies signed as required. One copy should be given to the employee. Retain one copy for your office files. Forward the original form to Information Center Branch, Room G265, by June 10.

FOR YOUR INFORMATION  
AND ACTION

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Associate Superintendent, Human Resources

DISTRIBUTION: All Schools and Offices

ROUTING  
Administrators

SUBJECT: BULLETIN NO. S-18  
STILL EVALUATIONS FOR CERTIFICATED  
BARGAINING UNIT PERSONNEL

DATE: January 31, 2001

DIVISION: Human Resources

APPROVED: IRENE H. YAMAHARA, Associate Superintendent

For assistance call the appropriate Local District or Staff Relations Coordinator.

This Bulletin No. S-18 replaces Bulletin No. P-44 (Rev.) of the same subject, Deputy Superintendent Instruction and Curriculum, dated January 12, 1996. The content has been revised to conform with Board Rule 4110, the District- UTLA Agreement and current procedures, and has been updated to reflect current District reorganization, report dates, and new routing procedures.

## I. PURPOSE

This bulletin delineates certificated bargaining unit personnel to be evaluated and the administrative staff responsible for these evaluations. These guidelines have been prepared to assist in the implementation of the requirements of California Education Code Section 44664 and Article X of the District- UTLA Agreement. Additional details can be found in Personnel Division Policy Guides P1 and P2. For guidelines to evaluate provisional contract employees, extended day-to-day substitutes, and contract employees assigned March 1 or thereafter, refer to Personnel Division Policy Guide P3. For guidelines to evaluate certificated management personnel, refer to Associate Superintendent, Human Resources, Bulletin No. S-15 dated January 31, 2001.

## II. PERSONNEL TO BE EVALUATED AND REQUIRED FORMS

A. Instructional Personnel

For purposes of performance evaluation, the following employees shall be considered instructional personnel: Adult Teachers, Children's Center Teachers, and all those in other classes on the Preparation or Special Services Salary Table with "Teacher" or "Instructor" in the title (except Preparation Salary Table personnel who teach less than half-time).

Employees in this category are evaluated using the following forms:

1. Initial Planning Sheet, Form 1024.
2. Observation/Conference Sheet, Form 1025.
3. Final Evaluation Report, Form 98.32.

Note: Teachers employed under emergency permits in provisional status must be evaluated annually using Form 1022.

A. Support Services Personnel

For purposes of performance evaluation, employees in classes on the Special Services Salary Table (except those with "Teacher" or "Instructor" in the title) shall be considered service personnel, including School Psychologists, and Pupil Services and Attendance Counselors. Also included are employees in classes on the Preparation Salary Table who teach less than half time (e.g., School Nurses and teacher Advisers with class codes 0704, 0706 and 0707.)

Employees in this category are evaluated using the following forms:

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

III. FREQUENCY OF EVALUATIONS

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

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

The following personnel must be evaluated in the current year:

- Personnel who were not evaluated for any reason in the previous school year.
- Personnel receiving a Below Standard Performance rating, until a rating of Meets Standard Performance is achieved.
- Personnel receiving a Notice of Unsatisfactory Service or Act(s) in the previous school year.

Permanent personnel shall be evaluated at least every other year.

IV. ADMINISTRATORS RESPONSIBLE FOR EVALUATIONS

Principals are responsible for evaluating teachers serving at school sites. For administrative units at nonschool sites, the immediate administrator is responsible for evaluating instructional personnel at that site or assigned to that site.

Teachers who are scheduled to be evaluated and who then transfer or go on a leave of absence after the first semester or equivalent number of weeks (approximately 17) shall be evaluated by the site administrator or designee who supervised the teacher prior to the transfer or commencement of the leave of absence.

For service personnel such as School Nurses, School Psychologists, Pupil Services and Attendance Counselors, and other nonschool-based service personnel, the immediate administrator or designee is responsible for their evaluation. Evaluation of school-based service personnel, excluding Library Media Teachers, shall be done by consultation between the school administrator and the employee's technical supervisor, if any, prior to either one issuing the annual evaluation.

Library Media Teachers shall be evaluated by the school administrator.

The administrator may delegate the evaluation process to a designee with an administrative credential but retains ultimate responsibility.

## V. SEQUENCE OF EVENTS

### A. Initial Planning Sheet

1. The Initial Planning Sheet shall be provided by the evaluator, completed by the employee, and returned to the evaluator not later than the end of the sixth week of the employee's regular assignment basis.
2. Even if the Initial Planning Sheet is not returned to the evaluator at the designated time, the evaluation of performance should include, but not be limited to, the employee's responsibilities as set forth in the class description and other standards such as those described in Article X, Section 4.1, of the District-UTLA Agreement.

### B. Initial Planning Conference

1. Article X, Section 4.0, of the District-UTLA Agreement states:  

Soon after commencement of the academic year the evaluator and employee shall work cooperatively to establish the employee's objectives for the year. This shall be accomplished through one or more planning conferences to discuss proposed objectives.
2. An initial planning conference should be held by the evaluator with the employee not later than the end of the eighth week of the employee's regular assignment basis, whether assigned to a year-round school or to a school on the traditional or LEARN calendars.
3. Administrators should discuss and emphasize in the initial planning conference the criteria, which are to be used in the Final Evaluation Report.

4. If there is disagreement concerning objectives or any subsequent modifications to the objectives that may be suggested by either party, the employee may note on the form that objectives were not the product of mutual agreement and may appeal the matter to the next higher administrative level in accordance with District-UTLA Agreement, Article X, Sections 4.2 and 4.3. In such cases, the employee's required signature indicates only receipt and acknowledgement of the stated objectives.

C. Observation, Documentation of Performance, and Assistance

1. Observations should be followed by conferences and evaluated in relation to the stated objectives. If problems are identified, the evaluator shall:
  - a. Make specific written recommendations for improvement.
  - b. Offer appropriate counseling and assistance.
  - c. Provide the employee with a written summary within four working days of the conference documenting the observations, advisory conferences, and assistance offered or given.
2. If an evaluator anticipates that an employee may receive a "Below Standard Performance" rating on the Final Evaluation Report, the evaluator should consult with the appropriate Staff Relations Coordinator and should also do the following:
  - a. Notify the appropriate Local District Administrator by January 16 of the possibility of issuing a "Below Standard Performance" rating.
  - b. Notify the employee in writing of the possibility of issuing such a rating.
  - c. Continue assistance and guidance to the employee.

D. Final Summary Conference

1. The evaluator shall prepare and issue the Final Evaluation Report not less than 30 calendar days before the last regularly scheduled school day of the employee's scheduled work year in which the evaluation takes place. Refer to the appropriate payroll calendar for track ending dates so that the forms are completed within the required time frames.
2. If there is more than one evaluator responsible for the evaluation, both evaluators must sign the form.
3. At least 30 calendar days prior to the end of the school year, the evaluator shall hold a conference with the employee to discuss contents of the Final Evaluation Report. When a Final Evaluation Report is marked "Below Standard Performance," the evaluator shall specifically describe in writing the area of Below Standard Performance, together with recommendations for improvement and the assistance given or to be given. A copy of the report shall be given to the employee at this conference. A copy shall be placed in the employee's personal file and a copy retained by the school or office. Evaluation forms shall not be considered a public record.

E. Forwarding the Materials

By June 8, the Final Evaluation Report should be distributed as follows:

1. The original signed form should be forwarded to Employee Records Units, Human Resources Division, Room P-8.
2. Written responses, if any, should be attached, but not stapled, to each copy of the report and will become a permanent part of the employee's personnel service folder.
3. The evaluator should retain the school or office copy.

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 in July to year-round schools and offices, or during the first school month for schools following the Single Track (LEARN) calendar. Additional forms may be obtained from the Human Resources Division by using LAUSPD Form 2254 or by calling the Human Resources Division supply clerk at (213) 625-6546.
- B. Rosters and pre-printed Final Evaluation reports will be distributed to schools and offices by the end of January. Additional forms may be obtained by calling the Human Resources Division Supply Clerk at (213) 625-6546.

###

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Associate Superintendent, Human Resources

DISTRIBUTION: All Schools and Selected Offices

ROUTING

Local District School  
Support Directors  
Administrators

SUBJECT: MEMORANDUM NO. S-31  
FINAL STULL EVALUATIONS:  
ROSTERS AND FORMS

DATE: January 31, 2002

Forms due no later than June 7, 2002

DIVISION: Human Resources

APPROVED: Irene H. Yamahara, <sup>As</sup> Associate Superintendent

For assistance regarding rosters, call the Employee Services Section at (213) 625-6245.  
For additional forms call the Human Resources Supply Clerk at (213) 625-6546.

I. INTRODUCTION

Each school year certain certificated staff are mandated by State law to be involved in the Stull evaluation process. Associate Superintendent, Human Resources Bulletin No. S-15, "Performance Evaluation and Professional Development for Certificated Management, Supervisory and Confidential Personnel," dated January 31, 2001, and Bulletin No. S-18, "Stull Evaluations for Certificated Bargaining Unit Personnel," dated January 31, 2001, explain the District procedures for compliance with this process. Both of these Bulletins are available on District Communications or the internet at <http://teachinla.com>, under the icon, "Download Stull Forms and Related Materials."

II. INSTRUCTIONS FOR USE OF ROSTER

Locations will receive a roster listing of employees to be evaluated this year with designated preprinted forms enclosed.

- If a name appears on the roster and the employee should not be evaluated, or is not at the location, discard the evaluation form.
- If an employee should be evaluated and a form was not received, use a blank form. Carefully fill in the required information. Do Not complete the "FOR OFFICE USE ONLY" section of the form.



### III. INSTRUCTIONS FOR COMPLETING FINAL EVALUATION FORMS

A supply of blank evaluation forms is included for each group of employees at your site. Please discard all evaluation forms for Management (purple, LAUSD Form No. 98.39), Instructional (gray, LAUSD Form No. 98.32), or Service personnel (blue, LAUSD Form No. 98.34) dated prior to 12/95.

Follow instructions listed on the back or front of the final evaluation forms. Additional specific directions are as follows:

- If the preprinted information is incorrect, discard the form and use a blank evaluation form.
- When completing a non-preprinted form, be sure that the number and location code of the employee is correctly written at the top of the form. Do not bubble in the "FOR OFFICE USE ONLY" box.
- Use a #2 pencil to bubble the circles. Please do not use ink, felt tip markers, or a typewriter to mark circles.
- Comments, which do not fit within the designated boxes, should be placed on a separate sheet of paper and attached with a paper clip. Include the employee's name and number on all attachments. Do not use "WHITEOUT" to make corrections to any part of the evaluation form not contained within the "COMMENTS" BOX.
- Comments are required for evaluations that are marked either "No," "Needs Improvement," or "Below" work performance standards.
- The attendance grid should be completed using time reporting codes (i.e., I=Illness, T=Tardy). "Monthly Subtotals" can be reported in fractional parts; however, "Total Days Absent" should be reported to the nearest whole day.
- Multi-track locations should begin coding absences and tardies in the box marked "First" school month. Refer to Payroll calendars for starting week/day. It is not necessary to designate off-track time.
- Single Track (LEARN) locations should begin coding absences and tardies in the box marked "First" school month beginning with the third Thursday (August 30<sup>th</sup>) of the 3301 pay period.
- Office locations should begin coding absences and tardies according to the beginning date of the employee's basis. Refer to the Payroll calendars for starting week/day. The "First" school month designation on the evaluation form represents the 3101 pay period.

- Do not staple, hole-punch, time-stamp, tear or otherwise mutilate the form.
- Bubble all areas using a #2 pencil. It is mandatory that the "OVERALL EVALUATION" section of the form be bubbled. Stull forms that are not bubbled in cannot be processed.
- Verify that the employee number is correctly entered for evaluator and/or administrator. (Do not place the employee's employee number on the back of the form).

#### IV. DUE DATES

Final evaluation forms are to be reviewed with and issued to employees not less than 30 days before 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 ending dates so that forms are completed within appropriate timeframes.

- No later than June 7, 2002, duplicate necessary copies of completed final evaluation forms.
- Give one copy to employee. Retain one copy for office files.
- Mail original evaluation forms to Records Unit, Human Resources Division, Room P-8. (A copy of each completed Management form should be mailed to the Local District Superintendent.)

# # #