

**GUIDELINES FOR USE IN THE  
EVALUATION OF CERTIFICATED PERSONNEL**

These guidelines are issued by the Kern County Superintendent of Schools to assist certificated supervisors in the evaluation of certificated employees in the office of the County Superintendent. The guidelines and adopted evaluation forms are designed to provide a comprehensive system for the assessment of employee performance. Adherence to these provisions will also insure compliance with the Stull Bill (Education Code Sections 44660 and following).

Included in these guidelines and forms are specific dates, timelines and procedures. The Superintendent expects these provisions to be followed by supervisors and the persons being evaluated (employees). Circumstances may necessitate departure from these provisions by a supervisor on occasion. The failure of a supervisor to follow the procedures of the guidelines and forms shall not prevent or invalidate the evaluation of an employee's performance or the taking of any appropriate and lawful personnel action in light of that performance. However, the assessment of each supervisory employee's performance will include a consideration of his or her proper implementation of this evaluation system.

I

**TEACHER EVALUATION**

By October 1 of each year the supervisor shall meet with the employee to discuss the employer's expectations of performance for the current year. This meeting is known as the preliminary or planning conference. If the employee fails to meet as required, the supervisor shall give the employee written notice of these expectations not later than October 15.

At the preliminary conference, the supervisor shall present to and discuss with the employee the following documents:

1. The job description.
2. The evaluation forms and Standards for the Teaching Profession.
3. The "Annual Evaluation of Teaching Performance Objectives and Standards of Student Progress" form (completed as to "Objectives" and Methods of Measurement").
4. Any written statement of additional expectations which have been developed as of October 1 and which are not included in the "Evaluation" form.
5. The standards of student progress, and/or course of study, and/or Individualized Educational Programs for the students to be served by the employee, as applicable. (These items need not be presented to the employee unless he or she requests them.)
6. These guidelines.

## Objectives

The "Objectives" portion of the Evaluation Form shall be completed as follows:

1. The job description.
2. The course of study/standards of student progress/implementation of this employee's responsibilities under each student's I.E.P. (As appropriate).
3. The following additional objectives (specify - if applicable) or the additional objectives specified in the attached documents (attach memoranda assigning additional objectives - if applicable).
4. The criteria outlined on the Evaluation Form.

## Methods of Measurement

The "Methods of Measurement" portion of the Assessment Form shall be completed as follows:

1. Observations.
2. Reports of the employee's performance and conduct.
3. Conferences with the employee, as needed.
4. Additional methods of measurement - (specify, where applicable).

At the end of the preliminary conference (or by October 15 if no conference is held), the employee shall be given a copy of the Evaluation Form, completed in the manner described above. This shall constitute notice to the employee of his or her objectives - that is, the employer's expectations of performance.

The form entitled "Evaluation of Teaching Performance Objectives and Standards of Student Progress" shall be used to record the formal evaluations of certificated employees who provide direct instruction to students. The "Evaluation of Teaching Performance Objectives and Standards of Student Progress" form shall be completed at least twice each school year for probationary employees: prior to December 1 and prior to February 15.

The "Evaluation of Teaching Performance Objectives and Standards of Student Progress" shall be completed for permanent teachers prior to April 15 of the year designated by the Director of Personnel for the biennial evaluation. Evaluations may occur more frequently, as needed, for permanent teachers.

The supervisor shall complete all necessary components of the Evaluation packet prior to and as part of the process of completing the Evaluation. For permanent employees, this is prior to April 15. For probationary employees, this is prior to February 15.

The rating categories on the Evaluation of Teaching Performance Form shall have the following meanings:

1. **Strong** - the employee's performance in this category is consistently outstanding and consistently exceeds the expectations of the employer. This category is not appropriate if performance in this category is always acceptable and in a few instances is outstanding.

2. **Satisfactory** - the employee's performance in this category almost always meets or exceeds the employer's expectations. If there have been instances of outstanding performance in this category, they do not meet the high level of consistency required for a rating of "Strong". If there has been any minor instance of performance below requirements in this category, the problem has been corrected during the rating period and no further unsatisfactory performance is reasonably anticipated in this category.

3. **Needs Improvement** - the employee's performance in this category falls below the standards required for a rating of "satisfactory." The employee's performance is generally below the employer's standards.

4. **Unsatisfactory** – the employee has failed to correct performance during the rating period, or in specific instances the employee's performance has been so unsatisfactory as to merit this rating.

Each evaluation shall include and reflect the performance of the employee from the date of the last evaluation to the date of the current evaluation.

## II

### **ADMINISTRATIVE AND NON-TEACHING CERTIFICATED PERSONNEL EVALUATION**

By October 15, the supervisor shall meet with the employee to discuss the employer's expectations of performance for the current year. At that meeting, the supervisor and employee shall review the job description, the evaluation form and these guidelines. They shall also discuss any additional duties or responsibilities which have been assigned to the employee as of that time for the current year. The Preliminary Conference Form shall be completed at this time. If the employee fails to attend the conference, the Preliminary Conference Form shall be completed by the supervisor and given to the employee not later than November 1. Additional assignments which will be considered in the current year evaluation will be given to the employee in writing as soon as practicable and in sufficient time for their performance to be assessed by February 15.

By February 15, the supervisor shall complete and present to the employee the "Evaluation of Administrative and Non-teaching Certificated Personnel" form. To complete this form, the supervisor shall review the employee's job description and any memoranda assigning additional duties and responsibilities. In the "Comments" portion of the Form, the supervisor shall discuss each aspect of the employee's performance which has failed to meet the employer's expectations. Comments about specific job description duties and responsibilities shall be numbered to correspond to the numbered items in the job description. Comments on additional assigned duties shall make specific reference to the date of the assigning memorandum. Comments may also be made as to substandard performance of any duties which are implied by or related to performance of the job description and other assignments. Performance which meets requirements does not require comment.