

Section 23

EVALUATION

Evaluation
Procedures





Human Resource Services

Evaluation Timelines and Delivery

Refer to the applicable bargaining unit contract under Evaluation.

Evaluation forms can be downloaded from the SCUSD Temporary Intranet (ISO Forms).

| Unit | Notification Sent | Pre-Evaluation Deadline | Email: Final Evaluation Reminder | Final Evaluation Deadline | Eval Due to Chief/Area/Asst Supt | Eval Due to HR |
|--|-------------------|-------------------------|----------------------------------|---------------------------|----------------------------------|----------------|
| Certificated Teacher (Content Standard) ISO Forms: PSL-F106 , PSL-F106A , PSL-F107A , PSL-F108A | October | November 1 | March 1 | April 1 | April 1 | May 31 |
| Certificated Teacher Special Ed (Content Standard) Listed Below ISO Forms: PSL-F106 , PSL-F106A PLUS Mild-Moderate Special Day Class PSL-F107B , PSL-F108B Moderate-Severe Special Day Class PSL-F107C , PSL-F108C Resource Specialist (Spec Ed-RSP) PSL-F107D , PSL-F108D | October | November 1 | March 1 | April 1 | April 1 | May 31 |
| Certificated Teacher ISO Forms: PSL-F109 through PSL-F174 | October | November 1 | March 1 | April 1 | April 1 | May 31 |
| Certificated Teacher Charter School ISO Form: PSL-F105 | October | November 1 | March 1 | April 1 | April 1 | May 31 |

| Unit | Notification Sent | Pre-Evaluation Deadline | Email: Final Evaluation Reminder | Final Evaluation Deadline | Eval Due to Chief/Area/Asst Supt | Eval Due to HR |
|--|------------------------------|---|---|----------------------------------|---|-----------------------|
| Classified Probationary ISO Form: <u>PSL-F099</u> | Terms of Employment | Within 30 Calendar Days First Evaluation: 90 Days From Probationary Status Date | Ongoing | 60 Days Prior to Permanent Date | Ongoing | Ongoing |
| Classified Permanent ISO Forms: <u>PSL-F102</u> and <u>PSL-F102A</u> if applicable | October | November 30 | March 31 | April 30 | N/A | May 15 |
| Management ISO Form: <u>PSL-F104</u> | October August | October 28 September 30 | May 31 | June 30 | July 15 | July 31 |

Refer to Probationary Status in the contract.

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| Certificated Substitutes ISO Form: <u>PSL-F100</u> | Classified Substitutes ISO Form: <u>PSL-F101</u> | As Requested by Substitute <u>OR</u> Prepared As Needed by Administrator |
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Evaluation Delivery and Review

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| Certificated | <ul style="list-style-type: none"> • Site/Department Returns Completed Evaluation to Area Assistant Superintendent • Area Assistant Superintendent Returns to Human Resource Services for Review by Director • Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation |
| Classified | <ul style="list-style-type: none"> • Site/Department Returns Completed Evaluation to Human Resource Services for Review by Director • Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation |
| Management | <ul style="list-style-type: none"> • Site/Department Returns Completed Evaluation to Reviewing Administrator (Chief Officer, Area Assistant Superintendent, Assistant Superintendent, etc.) • Reviewing Administrator Returns to Human Resource Services for Review by Chief Human Resource Services Officer for Human Resource Services • Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation |



Human Resource Services

Personnel Forms

Key to ISO Commonly Used Forms: Evaluations

Access ISO Forms: SCUSD Temporary Intranet

Evaluations: Certificated Teacher (Content Standard)

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| Certificated Teacher (Content Standard) Pre-Evaluation Conference Record | PSL-F106 | Rev. B |
| Documentation of Teacher Evaluation Process | PSL-F106A | Rev. B |
| Certificated Teacher (Content Standard) <u>Option 1</u> Formative/Summary Evaluation | PSL-F107A | Rev. C |
| Certificated Teacher (Content Standard) <u>Option 2</u> Plans to Achieve Student Progress/Professional Growth Goal Setting | PSL-F108A | Rev. B |
| Mild-Moderate Special Day Class Teacher (Content Standard) <u>Option 1</u> Formative/Summary Evaluation | PSL-F107B | Rev. A |
| Mild-Moderate Special Day Class Teacher (Content Standard) <u>Option 2</u> Plans to Achieve Student Progress/Professional Growth Goal Setting | PSL-F108B | Rev. A |
| Moderate-Severe Special Day Class Teacher (Content Standard) <u>Option 1</u> Formative/Summary Evaluation | PSL-F107C | Rev. A |
| Moderate-Severe Special Day Class Teacher (Content Standard) <u>Option 2</u> Plans to Achieve Student Progress/Professional Growth Goal Setting | PSL-F108C | Rev. A |
| Resource Specialist (Special Education-RSP) (Content Standard) <u>Option 1</u> Formative/Summary Evaluation | PSL-F107D | Rev. A |

Evaluations: Certificated Teacher (Content Standard) (continued)

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| Resource Specialist (Special Education-RSP) (Content Standard) <u>Option 2</u> Plans to Achieve Student Progress/Professional Growth Goal Setting | PSL-F108D | Rev. A |
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Evaluations: Certificated

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| Evaluation: Athletic Director | PSL-F109 | Rev. A |
| Evaluation: Behavior Intervention Specialist, Special Education Department | PSL-F110 | Rev. A |
| Evaluation: Child Welfare and Attendance Counselor | PSL-F111 | Rev. A |
| Evaluation: Children's Center Nurse | PSL-F112 | Rev. A |
| Evaluation: Children's Center Teacher | PSL-F113 | Rev. A |
| Evaluation: Clinician, Psychologist/Social Worker | PSL-F270 | Rev. A |
| Evaluation: Counselor | PSL-F114 | Rev. A |
| Evaluation: Counselor, English Language Learner | PSL-F115 | Rev. B |
| Evaluation: Department Chairperson | PSL-F116 | Rev. A |
| Evaluation: Diagnostic Teacher, Special Education | PSL-F117 | Rev. A |
| Evaluation: Drug, Alcohol, and Tobacco Education Specialist | PSL-F118 | Rev. A |
| Evaluation: Educational Audiologist | PSL-F119 | Rev. A |
| Evaluation: Employee Relations Liaison | PSL-F120 | Rev. A |

Evaluations: Certificated (continued)

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| Evaluation: Head Teacher, Language, Speech and Hearing Specialist | PSL-F121 | Rev. A |
| Evaluation: High School Mathematics Demonstration Teacher | PSL-F122 | Rev. A |
| Evaluation: Itinerant Teacher, Remedial Physical Education | PSL-F123 | Rev. A |
| Evaluation: Language, Speech and Hearing Specialist | PSL-F124 | Rev. A |
| Evaluation: Librarian | PSL-F125 | Rev. A |
| Evaluation: Program Specialist, Adult Education | PSL-F126 | Rev. A |
| Evaluation: Program Specialist, Bilingual Education | PSL-F127 | Rev. A |
| Evaluation: Program Specialist, Counseling | PSL-F128 | Rev. A |
| Evaluation: Program Specialist, Designated Instruction Services, Communicatively Handicapped | PSL-F129 | Rev. A |
| Evaluation: Program Specialist, Gifted and Talented Education | PSL-F130 | Rev. A |
| Evaluation: Program Specialist, Nutrition Education Project | PSL-F131 | Rev. A |
| Evaluation: Program Specialist, Recruitment and Retention of Females in Non-Traditional Vocational Programs | PSL-F132 | Rev. A |
| Evaluation: Program Specialist, Special Education | PSL-F133 | Rev. A |
| Evaluation: Project Burger King Academy, Resource Teacher | PSL-F134 | Rev. A |
| Evaluation: Project Facilitator California New Teacher Support | PSL-F135 | Rev. A |
| Evaluation: Resource Specialist, Career Development and Vocational Assessment-DIS | PSL-F137 | Rev. A |

Evaluations: Certificated (continued)

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| Evaluation: Resource Specialist, Consolidated Programs | PSL-F138 | Rev. A |
| Evaluation: Resource Teacher, Adult Basic Education | PSL-F139 | Rev. A |
| Evaluation: Resource Teacher, American Indian Education | PSL-F140 | Rev. A |
| Evaluation: Resource Teacher, Bilingual Program (Elementary) | PSL-F141 | Rev. A |
| Evaluation: Resource Teacher, Compensatory Preschool and Parent Education | PSL-F142 | Rev. A |
| Evaluation: Resource Teacher, Elementary | PSL-F143 | Rev. A |
| Evaluation: Resource Teacher, Gifted and Talented Education | PSL-F144 | Rev. A |
| Evaluation: Resource Teacher, Magnet Assistance Grant | PSL-F145 | Rev. A |
| Evaluation: Resource Teacher, Multilingual Education | PSL-F146 | Rev. A |
| Evaluation: Resource Teacher, Secondary School (Middle and High) | PSL-F147 | Rev. A |
| Evaluation: Resource Teacher, VAPAC (Visual and Performing Arts Centre) | PSL-F148 | Rev. A |
| Evaluation: Resource Teacher, Vocational Education (Career Education) | PSL-F149 | Rev. A |
| Evaluation: ROP (Regional Occupational Program) Counselor | PSL-F150 | Rev. A |
| Evaluation: School Audiometrist | PSL-F151 | Rev. A |
| Evaluation: School Nurse | PSL-F152 | Rev. A |
| Evaluation: School Psychologist | PSL-F153 | Rev. A |
| Evaluation: School Social Worker | PSL-F154 | Rev. A |

Evaluations: Certificated (continued)

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| Evaluation: Severely Handicapped-Autistic Class Teacher, Special Education, Elementary-Secondary | PSL-F155 | Rev. A |
| Evaluation: Special Class Teacher, SOL/Aphasic | PSL-F157 | Rev. A |
| Evaluation: Special Project Teacher, Adult Education | PSL-F158 | Rev. A |
| Evaluation: Teacher, Aurally Handicapped | PSL-F159 | Rev. A |
| Evaluation: Teacher, Driver Training | PSL-F160 | Rev. A |
| Evaluation: Teacher, Orthopedically Handicapped (Physically Handicapped) | PSL-F161 | Rev. A |
| Evaluation: Teacher, Parent-Preschool Education | PSL-F162 | Rev. A |
| Evaluation: Teacher, Pregnant Minors | PSL-F163 | Rev. A |
| Evaluation: Teacher, Visually Handicapped (Physically Handicapped) | PSL-F165 | Rev. A |
| Evaluation: Teacher, Vocational Center | PSL-F166 | Rev. A |
| Evaluation: Teaching Chairperson, Special Education Center | PSL-F167 | Rev. A |
| Evaluation: Training Specialist | PSL-F168 | Rev. A |
| Evaluation: Training Specialist, High School | PSL-F169 | Rev. A |
| Evaluation: Training Specialist, Special Education | PSL-F170 | Rev. A |
| Evaluation: Traveling Instrumental Music Teacher | PSL-F171 | Rev. A |
| Evaluation: Vocational Specialist | PSL-F172 | Rev. A |
| Evaluation: Vocational Specialist-Handicapped | PSL-F173 | Rev. A |
| Evaluation: Vocational Teacher for the Handicapped | PSL-F174 | Rev. A |

Evaluation: Certificated Charter School

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| Certificated Personnel Evaluation Charter School | PSL-F105 | Rev. A |
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Evaluation: Certificated Substitute (Teacher)

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| Substitute Teacher Evaluation Notice, Cover Sheet, and Form | PSL-F100 | Rev. C |
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Evaluations: Classified and Improvement Plan

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| Performance Evaluation of Classified Personnel | PSL-F102 | Rev. C |
| Evaluation of Probationary Classified Personnel | PSL-F099 | Rev. B |
| Improvement Plan – Classified | PSL-F102A | Rev. A |

Evaluation: Classified Substitute

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| Classified Substitute Evaluation | PSL-F101 | Rev. E |
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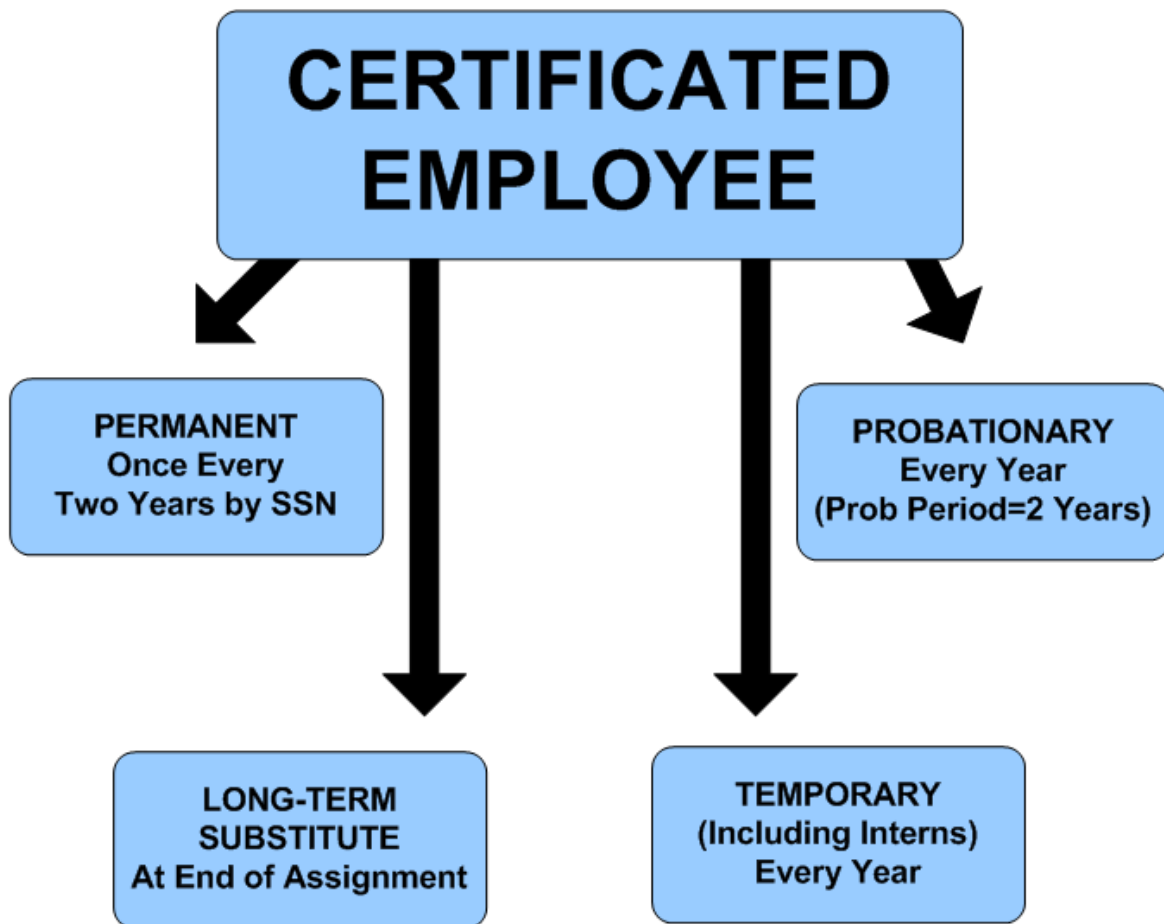
Evaluation: Management

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| Management Evaluation of Work Performance | PSL-F104 | Rev. A |
| Classified Summary Rating Sheet | PSL-F080 | Rev. A |
| Classified Interview Team Report and Recommendation | PSL-F081 | Rev. C |
| Applicant Reference Check (Classified and Management) | PSL-F082 | Rev. A |

Revised: October 4, 2011

**ALWAYS PRINT FROM ISO PERSONNEL FORMS.
ENSURE THAT COPIED FORMS ARE THE MOST CURRENT VERSION.**

**CERTIFICATED
PERFORMANCE EVALUATION REQUIREMENTS**
August 7, 2007



**CLASSIFIED
PERFORMANCE EVALUATION REQUIREMENTS**
August 7, 2007

