

ADMINISTRATIVE CIRCULAR NO. 16
Office of the Chief Human Resources Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 23, 2017

To: Area Superintendents, School Principals, Vice Principals, Division and Department Heads, Child Development Center Administrators, and San Diego Education Association Representatives

Subject: CERTIFICATED STAFF PERFORMANCE EVALUATION

Department and/or Persons Concerned: Certificated Staff

Due Date: **Traditional work year:** Second-year probationary employees due February 15, 2018. Permanent, first-year probationary and temporary contract employees (leave replacement, restricted, and provisional level credential status) due April 30, 2017.
Year-round schools: Second-year probationary employees due February 15, 2018. Permanent, first-year probationary and temporary contract employees (leave replacement, restricted, and provisional level credential status) due May 15, 2018.

Action Requested: Evaluate certificated staff by due dates. Notify Human Resource Services Division (HRSD) of corrections to staffing report of evaluated employee.

Brief Explanation:

The evaluation of teachers and other certificated employees is one of the most important responsibilities of management personnel. Your cooperation is essential to ensure that significant, challenging objectives are established; the degree of achievement is carefully evaluated; and the process takes place within the timelines established by the collective negotiations contract. Attachment 1, "Certificated Evaluation Timelines – 2017-2018 School Year," will assist you in scheduling each step of this process on your calendar to meet contract deadlines.

Please consider the following points as you administer this year's evaluation cycle:

1. All probationary and temporary contract employees on your staff (leave replacement, restricted, and provisional level credential status) must be evaluated. Permanent employees, whose performance has previously been evaluated as effective, are evaluated at least every other year. Probationary employees are evaluated each year. A five-year evaluation cycle may be considered with mutual consent for permanent employees.
2. For the evaluation process, please refer to Article 14 in the Collective Negotiations Contract for the certificated bargaining unit before beginning the evaluation process.

3. **For second-year probationary employees, the due date for final evaluations is on or before February 15, 2018.** In order to meet timelines for Board of Education approval, it is important that HRSD receive the final evaluation report for any second-year probationary employee or intern who receives a less-than-effective evaluation **no later than February 15, 2018.**
4. Written formal evaluations for permanent certificated staff, first-year probationary, leave replacements, restricted, and provisional level credential employees (which include University Interns and Short Term Staff Permit) must be completed **on or before May 15, 2018**, for both traditional and year-round sites. Refer to Attachment 1 for specific timelines including those whose performance has been evaluated as “requires improvement” or “unsatisfactory” during the previous school year.
5. The required performance evaluation forms (see Attachments 2, 3, and 4) can be reproduced as necessary or can be downloaded from the District’s website, www.sandiegounified.org via the link “Staff Portal.” Select “Departments.” Then click on “Human Resources” and select “Forms.”
6. Any employee who receives a less-than-effective rating on **ANY** of the evaluation elements **MUST** be counseled on the specific objective(s) and criteria where progress is necessary and **MUST** be provided with a written progress check and remediation plan, which include the supervisor’s role in assisting the employee and a timeline for monitoring the employee’s progress. The conference must be held **no later than November 15, 2017** (traditional schools) or **November 1, 2017** (year-round schools) for second-year probationary and intern teachers; no later than **February 19, 2018** (traditional schools) or **January 31, 2018** (year-round schools) for other certificated staff. (Article 14, Section 14.6.3 Progress Check and Remediation.) The assigned Human Resources Officer in HRSD should be contacted as soon as the evaluator suspects that an employee may receive a less-than-effective evaluation.
7. To find out which of your employees fall into this categories, run the certificated evaluation report. The certificated evaluation report is available via PeopleSoft’s Human Resources menu. Navigation to the report is: Workforce Administration, Workforce Reports, Certificated Evaluations. The step-by-step instructions to run this report are attached to this circular, (see Attachment 5) and are available on the HRSD website in the PeopleSoft HCM 8.9 job aids. Due to the large volume of staffing that occurs at the conclusion of summer, including post and bid, the evaluation report may be incomplete and/or contain inaccurate information. Newly assigned staff may not be included on this initial report. It is recommended that you run the evaluation report on a weekly basis to assure accuracy.
8. For samples and guides on classroom observations, please contact your assigned Human Resources Officer. Be specific in your comments on classroom observations and remember to record the date, time and length of your observation. Remember to discuss your observation with the employee and provide him/her with a copy of your written observation statement within approximately 10 workdays of your observation. The employee should sign and date the supervisor's copy of the observation, acknowledging receipt and placement in the site file.
9. Send the original completed and signed copies of the Summary Evaluation Report forms for each of the teachers evaluated directly to HRSD, Room 1241, Eugene Brucker Education Center. Evaluation worksheets and other materials should be retained at the school site. If the Summary

Evaluation Report form is marked **less-than-effective**, attach the progress check and remediation plan (or Counseling and Assistance Plan), Evaluation Worksheets, the Performance Evaluation Addendum form, and the written observation statement and send to the appropriate Area Superintendent for signature as reviewer of the evaluation.

10. For Alternative Evaluation process, refer to Collective Negotiations Contract, Article 14, and Section 14.7.2. Evaluators contemplating this process should contact the Human Resources Officer in HRSD for further assistance.
11. After the final evaluations are completed, you must input the overall summary rating into Performance Management System in PeopleSoft by the end of the school year. The enclosed job aid provides explicit instructions on how to access this module.

For questions regarding the electronic evaluation report, please contact the numbers listed below:

Area 1, Student Services, and Youth Advocacy	Lindsay Molinaro	(619) 725- 8109	<u>lmolinaro@sandi.net</u>
Area 2 and Leadership and Learning	Jeané Kline	(619) 725- 7752	<u>jkline@sandi.net</u>
Area 3 and Office of Secondary Schools	Jeané Kline	(619) 725- 7752	<u>jkline@sandi.net</u>
Area 4 and Central Office Special Education	Lindsay Molinaro	(619) 725- 8109	<u>lmolinaro@sandi.net</u>
Area 5, Innovation Office, and Special Education Alternative Sites	Stacy Boland	(619) 725-8108	<u>sboland1@sandi.net</u>
Area 6, Early Childhood Education, and Family and Community Engagement	Stacy Boland	(619) 725-8108	<u>sboland1@sandi.net</u>

APPROVED:



Acacia Thede
 Executive Director, Human Resources

AT:rl

Attachments (6)

#1 – Evaluation Timelines

#2 – Summary Evaluation Report

#3 – Evaluation Worksheet

#4 – Evaluation Addendum

#5 – How to Run Evaluation Report

#6 – Entering a Performance Evaluation Summary into PeopleSoft