

# CERTIFICATED EVALUATION FOR ADMINISTRATORS

Tuesday, August 25 Human Resources

## AGENDA and NOTES

1. Introductions
  1. Everyone gets evaluated (it's in the contract)
  2. All non-tenured certificated staff are responsible for being at the "Applying" column as per the appropriate continuum to received tenure. (sample)
  3. All tenured staff are expected to maintain their practice generally at the "Applying" column as per appropriate continuum
  4. Important Terms: employment status, tenured, permanent, non-tenured, intern, probationary 0, probationary 1, probationary 2, categorical, temporary placeholder, temporary categorical, non re-elect, leave of absence.
  
2. Human Resources Website: pvusd.net -> Departments →HR → Certificated Evaluation System -> Evaluation of Non Tenured Staff (or Evaluation of Tenured Staff)  
Process and timelines.

Teaching Continuum (webpage)

3. **Non-Tenured Teachers (Administrative Mandated)**  
General Timelines, p. 2

Planning conference – teacher brings completed p.23 – NTP participants may use the NTP form, which contains equivalent information

Observation process (3 times): Pre-conference, Observation, Post-Conference

Teacher Lesson Plans to evaluator, p. 28 **or equivalent**

Pre-observation Conference, p. 30

Observation, p. 31 **or equivalent**, be sure to include admin comments at the end!!

30 minutes, at least

Post-conference, p. 33

Mid-Year Evaluation – Complete by second week in February

Administrator's fax/email/pony

to Human Resources: "Mid-Year Report" of Non-Tenured staff

Recommendation pg. 35 (very important)

Board action if needed, Mid-March board meeting

Final evaluations are completed and sent to HR April 19, pg. 39

4. **Tenured Teachers** (also categorical w/2+ successful years of evaluations)

Area of Investigation form, pg. 20 (see exemplar on pg. 19)

Refer to both general timelines pg. 23 and multi-color timeline sheet

Partner, Portfolio, Administrative Choice

Common Pitfalls – missing the:

Portfolio group meeting

Meeting Portfolio Reflection, pg. 30, timelines

Portfolio Admin. Observation, pg. 32

Partner Choice forms submitted to the evaluator for administrative comments

5. Self-Assessment private process, although some schools give time in a staff meeting to give the self-assessment teachers time to start the process and ask questions. The Admin can ask for the teacher to submit the outlined continuum.

6. Voluntary Par pg. 10

a. What is it?

b. Application

7. Pre-Assistance and Mandatory PAR pg. 12

8. Evaluating categorical teachers (contract Article XIII.B.1) **Tip for searching contract online:** add 7 to page numbers in table of contents.

9. **Pre Assistance Workshop** – next Wednesday, September 2 in the Human Resources conference room from 9:00 – 10:30.