

**EVALUATION/SUPERVISION**

**Certificated Management**

Evaluation shall recognize the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his/her effectiveness.

Each administrator shall be evaluated formally at least once every other school year. Administrators new to a position may be evaluated each year for the first two years in the position. Evaluation is a continuous process and may occur between scheduled periods at the request of the administrator, the administrator's immediate supervisor or Superintendent.

Formal management evaluations shall be recorded in writing. The evaluation shall include recommendations for improvement if needed. Assistance shall be provided by the District to this end.

The evaluation report must be signed by the evaluator and the evaluatee. The signature of the evaluated administrator shall not show agreement with the evaluation unless so indicated above his/her signature.

A copy of the report shall be given to the administrator no later than 30 days before the last scheduled school day. The employee may make a written response to the evaluation. The response shall be attached to the evaluation and permanently placed in the employee's personnel file.

For twelve-month employees, the written evaluation report shall be given to the administrator no later than June 30 and a discussion of the evaluation shall be held no later than July 30 of the year in which the evaluation takes place. (Education Code 44663)

The evaluation shall include recommendations, if needed, for improvement and shall suggest forms of assistance which would be of aid in making such improvements.

The Superintendent or designee shall establish procedures for the evaluation of all administrative and supervisory personnel. These procedures shall be available to administrative and supervisory personnel. (Education Code 35171)

**EVALUATION/SUPERVISION** (continued)**Classified Management Employees**

Classified management personnel will be evaluated according to the procedures developed by the Superintendent or designee and approved by the Governing Board. The evaluation shall include recommendations for improvement if needed. Assistance shall be provided by the District to this end.

This evaluation form must be signed by both the person being evaluated and the supervisor making the evaluation. The signature of the evaluated management employee shall not show agreement with the evaluation unless so indicated above the signature of the employee. The employee may make written response to the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

**Confidential Personnel**

The Superintendent or designee shall develop appropriate procedures for the evaluation of confidential personnel. Evaluations shall be administered in the same manner and time schedule as classified employees who have similar but non-confidential positions with the District.

*Legal Reference:*EDUCATION CODE*33039 State guidelines for teacher evaluation procedures**35160.5 Requirement of District policies for competency of personnel assigned to evaluate**35171 Availability of rules and regulations for evaluation of performance**44660-44665 Evaluation and assessment of performance of certificated employees**45113 Rules and regulations for the classified service in Districts not incorporating the merit system*GOVERNMENT CODE*3543.2 Scope of representation (re evaluation procedures)*