

**Policy 4315: Evaluation/Supervision**

**Status:** ADOPTED

**Original Adopted Date:** 11/13/2013

The Board of Trustees recognizes the importance of regular and comprehensive evaluations of administrative and supervisory personnel to provide ongoing feedback for continuous improvement of employee performance. Evaluations shall be linked to the district's vision, strategic plan, school improvement goals, professional development plan, and goals for student achievement.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4300 - Administrative and Supervisory Personnel)

**Certificated Administrative and Supervisory Personnel**

The Superintendent shall develop objective evaluation guidelines and standards for use in the district's evaluation system for certificated administrative and supervisory personnel. Such standards may include those of the California Professional Standards for Education Leaders as well as other standards and criteria developed by the Board and Superintendent.

Each certificated administrative and supervisory employee shall be evaluated every year. However, an employee may be evaluated every five years provided that he/she has been employed by the district for at least 10 years, his/her previous evaluation rated him/her as meeting or exceeding standards, and the evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent for this schedule at any time. (Education Code 44664)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4116 - Probationary/Permanent Status)

Any certificated administrative and supervisory employee who is 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 employee, his/her supervisor, or the Superintendent or designee.

Evaluations shall be conducted within the timelines specified in law, Board policy, and administrative regulation. The evaluation process for certificated administrative and supervisory personnel shall be the same as for other certificated instructional personnel, as detailed in AR 4115 - Evaluation/Supervision.

(cf. 4115 - Evaluation/Supervision)

(cf. 4312.1 - Contracts)

**Classified Senior Management and Supervisory Employees**

Classified senior management and supervisory employees shall be evaluated in accordance with the procedures developed by the Superintendent or designee and approved by the Board.

(cf. 4215 - Evaluation/Supervision)

Evaluations shall be used to recognize the exemplary skills and accomplishments of classified senior management and supervisory employees and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects such staff to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

(cf. 4331 - Staff Development)

The evaluation shall be dated and signed by the classified senior manager or supervisory employee and his/her

supervisor. The manager or supervisory employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in his/her personnel file.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

	<b>Description</b>
Ed. Code 35171	<a href="#">Availability of rules and regulations for evaluation of performance</a>
Ed. Code 44660-44665	<a href="#">Evaluation and assessment of performance of certificated employees</a>
Ed. Code 44670-44671	<a href="#">Principal evaluation</a>
Ed. Code 45113	<a href="#">Notification of charges, classified employees</a>
Gov. Code 3540.1	<a href="#">Public employment definitions</a>
Gov. Code 3543.2	<a href="#">Scope of representation</a>
Gov. Code 3545	<a href="#">Appropriateness of unit; basis</a>

**Management Resources References**

	<b>Description</b>
Commission on Teacher Credentialing Publication	<a href="#">California Professional Standards for Educational Leaders, February 2014</a>
Website	<a href="#">Commission on Teacher Credentialing</a>
Website	<a href="#">Association of California School Administrators</a>
Website	<a href="#">CSBA</a>
Website	<a href="#">California Department of Education</a>

**Cross References**

	<b>Description</b>
0000	<a href="#">Vision</a>
0000	<a href="#">Vision</a>
0200	<a href="#">Goals For The School District</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0500	<a href="#">Accountability</a>
2140	<a href="#">Evaluation Of The Superintendent</a>
4000	<a href="#">Concepts And Roles</a>
4112.6	<a href="#">Personnel Files</a>
4112.8	<a href="#">Employment Of Relatives</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E(1)	<a href="#">Employee Notifications</a>
4113.5	<a href="#">Working Remotely</a>
4115	<a href="#">Evaluation/Supervision</a>
4115	<a href="#">Evaluation/Supervision</a>
4119.21	<a href="#">Professional Standards</a>
4119.21-E(1)	<a href="#">Professional Standards</a>
4140	<a href="#">Bargaining Units</a>

4159	<a href="#">Employee Assistance Programs</a>
4212.6	<a href="#">Personnel Files</a>
4212.8	<a href="#">Employment Of Relatives</a>
4213.5	<a href="#">Working Remotely</a>
4219.21	<a href="#">Professional Standards</a>
4219.21-E(1)	<a href="#">Professional Standards - Code Of Ethics</a>
4240	<a href="#">Bargaining Units</a>
4259	<a href="#">Employee Assistance Programs</a>
4300	<a href="#">Administrative And Supervisory Personnel</a>
4300	<a href="#">Administrative And Supervisory Personnel</a>
4301	<a href="#">Administrative Staff Organization</a>
4312.1	<a href="#">Contracts</a>
4312.6	<a href="#">Personnel Files</a>
4312.8	<a href="#">Employment Of Relatives</a>
4313.5	<a href="#">Working Remotely</a>
4319.21	<a href="#">Professional Standards</a>
4319.21-E(1)	<a href="#">Professional Standards</a>
4331	<a href="#">Staff Development</a>
4331	<a href="#">Staff Development</a>
4340	<a href="#">Bargaining Units</a>
4359	<a href="#">Employee Assistance Programs</a>
6020	<a href="#">Parent Involvement</a>
6020	<a href="#">Parent Involvement</a>
6162.5	<a href="#">Student Assessment</a>
6162.51	<a href="#">State Academic Achievement Tests</a>
6162.51	<a href="#">State Academic Achievement Tests</a>
9000-B	<a href="#">Role Of The Board</a>
9321-B	<a href="#">Closed Session</a>