Pittsburg Unified School District and Pittsburg Education Association

Article 10
Teacher Evaluation
Training for Teachers & Administrators
Thank you to the PEA and PUSD Bargaining Teams and the Evaluation Committee for years of collaborative work to develop a fair, equitable, and standards-based evaluation tool. Beginning the 2015–16 school year, all staff will be evaluated using the electronic evaluation format, Evaluat'd.
Evaluation Purpose

- Improve quality of education in the district
- Facilitate professionals’ growth and development
- Provide objective assessment of all educators regardless of school site
- Based on the California Standards for the Teaching Profession (2009 CSTP)
- NOT used as a substitute for discipline or for retaliation

*Review Article 10.1*
How Often Are You Evaluated?

Permanent Certificated – Once every other year

Preschool – Annually first three (3) years, then every other year

Probationary and Temporary – every year

Review Article 10.2
The four (4) types of evaluations are:

a) The “Administrative—Mandated”
b) The “Partner Collaboration”
c) The “Self—Evaluation”
d) The “Administrative—Choice”
Four-Year Evaluation Cycle

- Year One – Administrative Mandated Evaluation
- Year Two – No Evaluation
- Year Three – Choice Year:
  - Partner Collaboration, Self-Assessment, or Administrative—Choice Evaluation
- Year Four – No Evaluation

Review Article 10.4
Administrative Mandated Evaluation

By October 1– Unit Members shall be given written notice that they will be evaluated this school year

(If employed after the start of the school year, unit member shall be given written notice within 30 calendar days of their beginning date of service.)

*Review Article 10.6*

(See Form 1)
Administrative Mandated Evaluation

- Completed by site administrator or designee
- Administrator evaluates Unit Member on 3 California Standards for the Teaching Profession (CSTP)
  1. One Standard Chosen by Unit Member
  2. One Standard Chosen by Administrator
  3. Everyone – Standard 6

Review Article 10.6
Initial Conference

The initial conference shall be held no sooner than the 16th instructional day and no later than October 31.

Review Article 10.6.2
Administrative Mandated Evaluation

What happens at the Initial Conference?

✓ Selection of Standards (one by teacher, one by administrator)
✓ Review and discuss Standard 6
✓ Agreement on date of 1st Scheduled observation (if not agreed at conference, then agreement must be made before Preliminary Evaluation Summary is due)
✓ Completion of Initial Conference Form

(See Form 2)
Observations:

- Evaluators must be administrators
- No more than 2 observers at any one time
- First observation shall be scheduled
- Additional scheduled or unscheduled observations are at the discretion of administrator

*Review Article 10.6.2.3*
Observations (cont.):

- Upon request of unit member, an additional observation must occur if unit member has not met 2 of the 3 selected standards; administrator must notify unit member of the observation date in advance.
Observations (cont.):

- All observations must be at least 25 minutes in length
- Scheduled observations are by mutual agreement
- Formal observation shall occur at least 5 calendars days apart unless agreed otherwise by unit member
- Post observation conference must be scheduled within 10 work days following observation

(See Form 3)
What is Evaluation Evidence?

“Evidence” shall be the data supporting a rating by an Evaluator of a unit member on the approved observation and evaluation forms. The authorized components of data to validate the CSTP include:

Review Article 10.6.2.4.2
Evaluation Ratings

There are four possible ratings on each objective:

- Unsatisfactory
- Needs Improvement
- Satisfactory
- Exceeds Standards

Review Articles 10.6.3 – 10.6.3.6
Administrative Mandated Evaluation

Preliminary Evaluation Summary

For temporary and probationary employees – must be completed by December 15

For permanent employees – must be completed by January 31

Permanent employees who meet the standards on the preliminary evaluation summary shall not undergo continued evaluation for the balance of that school year; thus the Preliminary Evaluation Summary becomes the Final Evaluation Summary.

Review Article 10.6.4
Final Evaluation Summary

- Unit member must receive 30 calendar days before the last scheduled school day on the District adopted calendar
- Objectives & standards are rated
- Discuss areas of agreement/disagreement
- Identify future objectives

(See Form 4)
Final Evaluation Summary (cont.)

- Within 10 work days of completing Final Evaluation Summary, evaluator shall give a copy to unit member
- Unit member may attach a written response or rebuttal
- Final evaluation shall be turned into the Human Resources Office by June 30 of the evaluation year
What happens if the overall rating is “Meets Standards”?

- The Four-Year Evaluation Cycle shall continue as long as a rating of “Meets Standards” (10.6.3.2) is received during each Administrative—Mandated Evaluation.
What happens if the overall rating is “Does Not Meet Standards”?

- Permanent Unit Members who “Do Not Meet Standards” on evaluation shall be evaluated every year until standards are met.
Written notice shall be given to a unit member who does not meet at least 2 of the 3 standards. The notice shall include:

- Areas that need improvement in relation to the CSTP
- Specific objectives in relation to CSTP
- Methods and Resources available
- What specifically will be provided for unit member
- PAR may be an option

Note: Voluntary Assistance may be requested

Review Article 10.7.3
10.12.3–Unit members shall receive a printed copy of the evaluation forms, if requested.

10.12.4–A unit member electing not to provide an electronic signature shall inform the evaluator they elect to by-pass the electronic signature. The unit member and evaluator shall each manually sign a printed form each time a unit member elects to not provide an electronic signature.
10.13.1—No recording, closed-circuit t.v., eavesdropping, etc. shall be part of evaluation observation

10.13.2—Within 10 work days of preparing the final evaluation summary a copy shall be given to the employee

Employee has 10 work days to attach a written response
10.13.3 – No evaluation shall interfere with normal teaching/learning

Employees shall not be evaluated based on religious beliefs or political beliefs, unless the exercise of those beliefs violate local, state or federal laws

Review Articles 10.13.4 – 10.13.6
10.13.7 – Standardized test scores shall not be used as evaluation data

10.13.9 – Timelines may be extended by mutual agreement

10.13.10 – After 4 years, an employee can request a review and removal of derogatory materials in files. If Superintendent disagrees, then he/she must give written statement and reasons for this action.
10.12.1 – Evaluatee’s signature does not denote agreement

10.12.2 – No statement shall be added to an evaluation that was not previously given to the employee
If you disagree with the overall evaluation rating, you may request a review by the Superintendent or his/her designee.

Review must occur within 30 days of the request being received.

*Review Article 10.10.1*
Four-Year Evaluation Cycle

- Year One – Administrative Mandated Evaluation
- Year Two – No Evaluation
- Year Three – Choice Year
  - Partner Collaboration, Self-Assessment, or Administrative—Choice Evaluation
- Year Four – No Evaluation

Review Article 10.4
Third-Year Evaluation Options

Permanent unit members in year 3 of the 4-year cycle shall choose one of these options:

1. “Partner Collaboration”
2. “Self-Evaluation”
3. “Administrative—Choice”

Review Article 10.8

(See Form 1)
Partner Collaboration Option

Unit member shall:

- Select a partner (permanent teacher) who also has a “Meets Standards” on his/her previous evaluation and notify administrator
- Choose two CSTP standards
- Complete all required forms
- Attend Initial Conference and participate in at least 2 collaborative meetings with partner
- Submit evaluation plan and summary forms to administrator

Administrator shall receive and read plan and forms, then submit to Human Resources Dept.

Review Article 10.8.2

(See Forms 5 & 6)
Self-Evaluation Option

Unit member shall:

- Evaluate him/herself on CSTP
- Choose two standards and provide evidence that demonstrates competency.
- Notify the administrator of standards chosen
- Submit final forms to administrator

Administrator reads and forwards forms to Human Resources Office.

Review Article 10.8.3.1

(See Form 7)
The procedures established in section 10.6 (Administrative Mandated) shall be adhered to in the “Administrative — Choice” option

*Review Article 10.8.4.1*
Permanent Unit members on the “Five Year Evaluation Cycle” shall be evaluated once every five years.

If during the Four-Year Evaluation Cycle a unit member becomes eligible for the Five-Year Evaluation Cycle, he/she may be moved to the Five-Year Evaluation Cycle by mutual agreement between the Evaluator and Evaluatee (10.4.4).

Review Article 10.3
Five-Year Evaluation Cycle

- Mutual agreement by Evaluator and Unit Member
- Unit Member must have been employed in the District at least 10 years
- Prior Evaluation was “Meets Standards”
- Highly Qualified Teacher (as defined by ESEA/NCLB)

*Review Article 10.3*