
Employee Performance Evaluation and Feedback

Policy 5-301

Purpose

The Governing Board recognizes that effective evaluation and constructive feedback are essential to the success of the District, the growth of its employees, and the achievement of the student outcomes. The evaluation process is designed to promote professional growth, improve services, and ensure accountability across all employee groups.

Scope:

This policy applies to all employees of the District, including certificated, classified, and administrative staff.

1. Evaluation and Feedback

All employees shall be evaluated on a regular basis using standards and criteria that are:

- Job-related
- Aligned with District goals and student success
- Conducted fairly, consistently, and in compliance with applicable law

For instructional certificated employees, areas of evaluation shall be based on the following criteria:

- Students' progress toward meeting District standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments
- The instructional techniques and strategies used by the employee
- The employee's adherence to curricular objectives
- The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

Noninstructional certificated staff shall be evaluated based on their performance of their assigned job responsibilities. Under no circumstances shall the evaluation of any certificated employee be based on publishers' norms established by standardized tests.

Classified employees shall be evaluated in accordance with applicable Board rules, Personnel Commission rules where applicable (in merit districts), collective bargaining agreements, employment contracts, and District procedures.

2. Documentation

Performance evaluations shall be documented in writing and maintained in the employee's personnel file. Employees shall have the right to review, discuss, and respond in writing to their evaluations.

3. Collective Bargaining Agreements

In the event of any conflict between this policy/its administrative regulations and a collective bargaining agreement, the provisions of the collective bargaining agreement shall prevail.

Administrative Regulations

1. Frequency of Evaluation

- **Certificated Employees:** In accordance with Education Code §§ 44660–44664:
 - Probationary certificated employees shall be evaluated annually.
 - Permanent certificated employees shall be evaluated at least every other year.
 - Permanent certificated employees with at least 10 years of service, and who meet the criteria outlined in Education Code section 44664(a)(3), may, by mutual agreement, be evaluated every five years, provided prior evaluations were satisfactory. Consent to this evaluative cycle may be withdrawn by either the employee or the District at any time, and will revert to an annual evaluation cycle upon receipt of an unsatisfactory evaluation. Return to a five-year schedule may be reinstated after a positive evaluation is received.
- **Classified Employees:** Shall be evaluated on a regular cycle determined by the Superintendent or designee, and as required by any applicable collective bargaining agreement.
- Certificated administrators and supervisors shall be evaluated as certificated noninstructional personnel in accordance with Education Code section 44662(c). Classified managers and administrators shall be evaluated in accordance with the rules, contracts, collective bargaining agreements, and procedures applicable to classified employees.

2. Evaluation Standards

- Performance standards shall be:
 - Based on **objective, job-related criteria**
 - Free from unlawful discrimination
 - **Communicated to employees in advance of the evaluation.**

3. Feedback and Improvement

- Evaluations shall include constructive feedback and, where necessary, specific recommendations for improvement.
- Employees shall be provided opportunities for professional development and support when areas of growth are identified.

If a certificated employee is not performing duties in a satisfactory manner according to Board-adopted standards, the District shall notify the employee in writing, describe the unsatisfactory performance, confer with the employee regarding specific recommendations for improvement, and endeavor to assist the employee. Where applicable, the District shall follow Education Code section 44664 regarding improvement programs and Peer Assistance and Review.

4. Documentation

- All evaluations shall be reduced to writing, signed by both the evaluator and the employee, and placed in the personnel file.
- Employees may submit a written response within a reasonable timeframe, which shall be attached to the evaluation and maintained in the personnel file.

5. Due Process and Fairness

Evaluations shall be conducted fairly, consistently, and in accordance with applicable statutes, collective bargaining agreements, Personnel Commission rules where applicable, employment contracts, and District procedures. When an evaluation is used in connection with discipline, dismissal, suspension, nonreelection, release, reassignment, or another adverse employment action, the District shall follow the separate statutory, contractual, and constitutional procedures applicable to that action.

6. Collective Bargaining Agreements

- These administrative regulations shall be applied unless otherwise provided in a collective bargaining agreement lawfully entered into by the District.