

Sequoia Union High School District
Certificated Evaluation Process
2020 – 2021

No later than:	Required Activities
<p style="text-align: center;">September 9, 2020</p> <p>Notification of evaluation 30 calendar days following the first work day</p>	<ul style="list-style-type: none"> • Notify teachers who are to be evaluated and who their evaluator will be • For 2020 – 2021 only, permanent teachers with a previous satisfactory evaluation may select to do a self-assessment. • Remind teachers of the evaluation options (Self Assessment or Formal Conference) and provide the following: <ul style="list-style-type: none"> - Copy of the Standards - Performance Evaluation Rubric - Copies of forms to be used • Remind teachers that they may request in writing one change in evaluator prior to their preliminary review conference •
<p style="text-align: center;">September 29, 2020</p> <p>Formal Conference - preliminary conference no later than 50 calendar days following the first work day</p> <p style="text-align: center;">October 9, 2020</p> <p>Self-Assessment - preliminary conference no later than 60 calendar days following the first work day</p>	<p>Hold the preliminary conference</p> <ul style="list-style-type: none"> • Select three (3) Standards (by mutual agreement or if mutual agreement cannot be reached, one (1) may be selected by the teacher and two (2) by evaluator) • Agree on assessment methods that may include: classroom observations; examples of student work; review of teacher developed lesson plans and work products; information relating to teacher implementation of adopted content standards and standards of student progress • The Performance Evaluation - Form A / Teacher Self Assessment must be completed and mutually accepted
<p style="text-align: center;">October – April</p>	<p>Observations and Conferences</p> <ul style="list-style-type: none"> • Observations are a “key source” (not the only source) of the evaluation • Three formal observations are required (or two full block periods) • Observations must be scheduled at least three days in advance • Teachers may request a pre-observation conference • Teachers must provide a complete Observation Planning form or mutually agreed upon alternative lesson plan form at least one day prior to the observation • A conference including written feedback must be held within ten days of a formal observation • In addition to formal observations, “drop in” observations may occur • Requirements change if an evaluator cancels an observation – see the contract for details <p>Teachers should be informed at feedback conferences about any concerns even if the concerns were not observed during the formal observation.</p>
<p style="text-align: center;">April 20, 2021</p> <p>No later than 45 calendar days before the end of the school year</p>	<p>Self Assessment Final Reports are due</p> <ul style="list-style-type: none"> • The evaluator has 14 school days to review and return the Final Report • The teacher may attach comments to the Final Report within seven days of its return by the evaluator
<p style="text-align: center;">May 5, 2021</p> <p>No later than 30 calendar days before the end of the school year</p>	<p>Final evaluation forms must be given to teachers, and Final Evaluation Conference must occur.</p>