

**Sequoia Union High School District**  
**Certificated Evaluation Process**  
**2023 – 2024**

<b>No later than:</b>	<b>Required Activities</b>
<p style="text-align: center;"><b>September 13, 2023</b></p> <p>Within 30 calendar days following the first work day of the school year for unit members or within 30 calendar days of initial employment, whichever is later.</p>	<ul style="list-style-type: none"> <li>· Notify teachers who are to be evaluated and who their evaluator will be</li> <li>· Remind teachers of the evaluation options (Self Assessment or Formal Conference) and provide the following:               <ul style="list-style-type: none"> <li>- Copy of the Standards</li> <li>- Performance Evaluation Rubric</li> <li>- Copies of forms to be used</li> </ul> </li> <li>· Remind teachers that they may request in writing one change in evaluator prior to their preliminary review conference</li> <li>· The principal may deny requests for Self Assessment. Denials must be in writing and state the rationale. Denials may be appealed to the Assistant Superintendent of Human Resources</li> </ul>
<p>Formal Conference no later than:  <b>October 3, 2023</b></p> <p>Self-Assessment no later than:  <b>October 13, 2023</b></p>	<p>Hold the preliminary conference</p> <ul style="list-style-type: none"> <li>· 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)</li> <li>· 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</li> <li>· The Performance Evaluation - Form A / Teacher Self Assessment must be completed and mutually accepted</li> </ul>
<p style="text-align: center;"><b>October – April</b></p>	<p>Observations</p> <ul style="list-style-type: none"> <li>· Observations are a “key source” (not the only source) of the evaluation</li> <li>· Three formal observations are required (or two full block periods)</li> <li>· Observations must be scheduled at least three days in advance</li> <li>· Teachers may request a pre-observation conference</li> <li>· Teachers must provide a complete Observation Planning form or mutually agreed upon alternative lesson plan form at least one day prior to the observation</li> <li>· A conference including written feedback must be held within ten days of a formal observation</li> <li>· In addition to formal observations, “drop in” observations may occur</li> <li>· Requirements change if an evaluator cancels an observation – see the contract for details</li> </ul> <p>Teachers should be informed at feedback conferences about any concerns even if the concerns were not observed during the formal observation.</p>
<p>No later than 45 (<b>April 23, 2024</b>) calendar days before the end of the school year</p>	<p>Self Assessment Final Reports are due</p> <ul style="list-style-type: none"> <li>· The evaluator has 14 school days to review and return the Final Report</li> <li>· The teacher may attach comments to the Final Report within seven days of its return by the evaluator</li> </ul>
<p>No later than 30 (<b>May 8, 2024</b>) 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>