

LODI UNIFIED SCHOOL DISTRICT

Rule 4115

Personnel

Evaluation/Supervision

Certificated employee performance shall be evaluated and assessed on a continuing basis, at least once a year for probationary staff and at least every other year for permanent staff. Permanent employees who receive an unsatisfactory evaluation or a "needs to improve" evaluation shall be assessed annually until they receive a satisfactory evaluation or are separated from the district.

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties.

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria:

1. Student 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.
2. The instructional techniques and strategies used by the employee.
3. The employee's adherence to curricular objectives.
4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests.

Non-instructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities.

Evaluations shall include recommendations for growth or improvement in the employee's performance. If an employee is not performing satisfactorily according to teacher standards approved by the Board, the Superintendent or designee shall so notify the employee in writing, describing the unsatisfactory performance. The Superintendent or designee shall also confer with the employee, make specific recommendations as to areas of improvement, and provide assistance to the employee.

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last day of the school year in which the evaluation takes place. Before the last day of the school year, the employee and the evaluator shall meet to discuss the evaluation.

Non-instructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation.

Any employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the district's peer assistance and review program.

Instructional and non-instructional certificated employees shall have the right to respond in writing to their evaluations. This response shall become a permanent attachment to the evaluation in the employee's personnel file.

Rule

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