

Know Your Rights!

Evaluations

Who can evaluate me?

Usually your principal/site supervisor is your evaluator. Sometimes the principal/site supervisor might choose to designate someone else to play the role of an evaluator. The designee must be credentialed supervisory personnel.

Can another unit member evaluate me?

The answer is NO. The contract is clear in stating that no unit member shall evaluate another unit member, nor may another unit member provide verbal or written feedback about your performance to an administrator.

DEFINITION

"Unit Member"

Any certificated employee of the District that is a member of SDEA or is eligible to be a member of SDEA.

Can another unit member observe me?

To simply help a teacher with techniques and/or give pointers, an observation by a fellow unit member is permissible. The information gathered from the observation cannot be relayed to the administration. This should be an understanding prior to any observation. Such observations should be mutually agreed to and not unilaterally directed by administration.

Am I eligible to be evaluated on a 5-year cycle?

You are eligible to be evaluated on a 5-year cycle if you have been employed by SDUSD for at least 10 years and are a permanent employee, are "highly qualified" under NCLB if so required for the position you occupy, and your previous evaluation was "effective." You and your evaluator must both agree that you will be evaluated on a 5-year cycle. It's a good idea to get that agreement in writing. At any time in the evaluation cycle, you or your evaluator may withdraw consent to the 5-year cycle at any time, but if the evaluator does so, the reason cannot be arbitrary or capricious.

Can I have a representative present at meetings that discuss my evaluation?

A union member has a right to union representation at any meeting that the union member reasonably believes may result in disciplinary action, and meetings regarding the terms and conditions of employment. The scope of a union member's right to union representation includes evaluation progress check meetings and other meetings tied to an evaluation.

What are the evaluation deadlines that my evaluator has to meet?

On the back of this flyer you will find some of the important deadlines that the evaluator must meet in issuing an evaluation. Please note these deadlines are specific to the 2010-11 school year.

Evaluation Step	Traditional Schools Deadline	Year-Round Schools Deadline
Objectives/Assessment Techniques Discussion conference (within 35 days of the start of the school year)	October 12, 2010	October 12, 2010
Employee submits objectives to evaluator for approval 10 workdays after the objectives discussion conference	October 26, 2010	October 26, 2010
Evaluator review of objectives Evaluator must approve or disapprove of objectives within 10 workdays of employee's submission of objectives	November 9, 2010	November 9, 2010
Progress Check/Remediation Plan <u>For Prob 2</u> (no less than 50 work days before summary evaluation report)	November 17, 2010	November 2, 2010
Progress Check/ Remediation Plan <u>For Prob 1 & Permanent</u> (no less than 50 work days before summary evaluation report)	February 9, 2011	February 2, 2011
Summary Evaluation Draft <u>For Prob 2</u> Discussion, meeting, then final copy	February 18, 2011	
Summary Evaluation Draft <u>For Prob 1, Permanent, Leave Replacement & Restricted</u> Discussion, meeting, then final copy	April 29, 2011	May 13, 2011
Evaluation Due to Employee Not later than 30 calendar days prior to the last day of school	May 13, 2011	June 21, 2011