

Know Your Rights! Evaluations

Evaluations

Who can evaluate me?

Your principal or district office supervisor is your evaluator. Sometimes the principal or district office 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 observe me?

An observation by a fellow member is permissible if it's to simply help a teacher with techniques and/or give pointers. The information gathered from the observation cannot be relayed to the administration. 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 the district for at least 10 years, are a permanent employee, and "highly qualified" under NCLB if so required for the position you occupy, and your previous evaluation was rated as satisfactory. **You and your evaluator must both agree** that you will be evaluated on a 5-year cycle, **but at any time you or your evaluator may unilaterally withdraw consent to the 5-year cycle**, in which case the evaluation cycle shall be at least once every other year).

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, or impact the terms and conditions 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?

September 15	- Member is notified that he/she will be evaluated in current year. - Training or review of the documentation system to be used by the Evaluator or Supervisor will be provided to members being evaluated.
October 1	Member's professional improvement goal(s) are selected and discussed with the Evaluator or Supervisor.
November 1	Formal observation #1 of 2 is completed for Members with Temporary or Probationary (including Interns) status.
January 30	Formal observation #2 of 2 is completed for Members with Temporary or Probationary (including Interns) status.
March 1	The Member will be notified if the Evaluator considers the Member to be at risk of receiving a "Does not Meet" rating in any standard.
April 15	Evaluation form is completed for Members with Temporary or Probationary (including Interns) status.
May 1	Evaluation form is completed for Permanent Members.
May 1	Final Observation to determine Member exit from Improvement Plan
June 1	Written Improvement Plan provided to Member & submitted to HR.

CHECK ARTICLE 10 OF THE CONTRACT FOR MORE DETAILS ON EVALUATIONS.

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