

- 4000 PERSONNEL
- 4200 ALL CERTIFICATED PERSONNEL
- 4230 RIGHTS AND RESPONSIBILITIES
- 4231 EVALUATION

The Superintendent shall be responsible for the development and administration of guidelines and procedures for the evaluation and assessment of all certificated personnel.

References: Education Code 44660

Approved as to form:



Deputy County Counsel

Approved by
Marin County Board of Education - 8/8/89

MARIN COUNTY OFFICE OF EDUCATION
ADMINISTRATIVE REGULATIONS AND PROCEDURES

EVALUATION
(Board Policy 4231)

Each temporary, probationary and categorical employee will be evaluated each school year. Each employee with permanent status will be evaluated every other school year. Employees with unsatisfactory overall performance will be evaluated each school year until a satisfactory overall rating is achieved.

Regional Occupational Program employees will be evaluated on an annual basis for the first two years of employment, then evaluated every other school year. Employees with unsatisfactory overall performance will be evaluated each school year until a satisfactory overall rating is achieved.

Employees will be notified by November 1 if they are to be evaluated that year, unless there are special circumstances.

Prior to the Planning Conference, employee will receive, all necessary evaluation materials including Evaluation Process and Procedures, Evaluation Plan Form, Observation Report Form and Summative Evaluation Report Form.

The Planning Conference will be held before the first formal observation. At this Planning Conference the employee and evaluator will:

1. Review the Evaluation Process and Procedures;
2. Review the criteria upon which the evaluation is based, and
3. Develop the evaluation plan on the Evaluation Plan Form.

Two formal observations will be scheduled with the evaluatee.

1. Prior to each formal observation the evaluator will meet with the evaluatee at a Pre-Observation Conference to discuss the objective(s) of activity(ies) to be observed.
2. Following each formal observation the evaluator and evaluatee will meet at a Post-Observation Conference to discuss the observation.
3. Evaluator will prepare a written report on the Observation Report Form and provide a copy to the evaluatee.

Informal observations may be utilized to gather additional evaluation information which shall be shared with evaluatee prior to the Summative Evaluation Report.

The evaluator will provide the employee a written Summative Evaluation Report not later than 30 days before the last school day scheduled on the adopted calendar. This report will summarize the information collected during the implementation of the evaluation plan.

Before the last day of student attendance the evaluator will meet with the employee to discuss the summative evaluation.