

STOCKTON UNIFIED SCHOOL DISTRICT
Human Resources Department

2023-2024 School Year

CERTIFICATED (STA) EVALUATION PROCEDURES AND DEADLINE DATES

<u>Yearly Evaluations</u>	Probationary Teachers, Intern Teachers, Temporary Contract Teachers, Long-Term Substitutes and any teacher who received a final “unsatisfactory” evaluation on their most recent final evaluation.
<u>Notification</u>	The names of the teachers who will need to be evaluated for the 2023-2024 school year will be sent to you via e-mail as soon possible by the Certificated Analysts in the Human Resources Department. Note that you will receive a list of teachers who are eligible for the five-year evaluation cycle.

Timeline/Date	Activity
August 25, 2023 (within the first 20 working days. First day of work is July 31, 2023)	Principal to meet with teachers to be evaluated (at a regularly scheduled faculty meeting or orientation). (§ 3.3.1) <u>Note:</u> For late hires or change of assignment, the meeting may be specially scheduled and shall occur within twenty (20) working days after the date of hire or change of assignment. Required documents - Forms must be reviewed during the meeting: <ul style="list-style-type: none"> • CSTP • Observation Checklist • Pre-Observation Conference Form
No later than October 5, 2023	Pre-observation conference must be held within the first 45 working days and at least two (2) working days before an observation. (§ 3.3.2) Teacher & evaluator each select one (1) element from each of the six (6) standards (12 total). (§ 3.3.2)
October 17, 2023 through April 26, 2024 *No earlier than two (2) working days AFTER the date of the initial evaluation meeting was held*	Two (2) formal observations at least thirty (30) minutes in length shall be scheduled during the evaluation period for all certificated personnel who are being evaluated. The time and date of the first observation shall be announced to the teacher at least two (2) working days in advance of the observation. The teacher has the right to initiate the time and date of this first announced observation. Additional classroom observations, with or without notice, may be conducted at the discretion of the evaluator or at the request of the teacher. When any observations are reduced to writing, the teacher shall receive a copy of the Observation/Conference Checklist and the Evaluator’s Notes of Observation; a conference shall follow, and the teacher shall have the right to attach a written response. (§ 3.5.1) A post-observation conference shall be held within three (3) working days after each observation. At the post-observation conference, the evaluator will present the completed Post-Observation Conference Form and Observation/Conference Checklist to the teacher. The teacher shall have the right to attach a written response to the Observation/Conference Checklist and the Post-Observation Conference Form within five (5) working days of the post observation conference. (§ 3.3.3)
January 30, 2024 (See page 2)	Under statutory requirements and case law, <u>it is critical</u> that site administrators’ complete final evaluations of any non-permanent employees where there is concern about job performance.
*Prior to April 26, 2024	Final evaluation conference with teacher and the teacher gets a copy of the Final Evaluation. (§ 3.6.1) An evaluation conference shall be held between the evaluator and the teacher no later than five (5) working days before the final evaluation report is due to be filed. (§ 3.3.3)
No later than April 26, 2024	Final written evaluation filed with SUSD Human Resources. (§ 3.3.3)

*Evaluation procedures (§ 3.3.3) states that this date should be no later than 30 calendar days prior to the end of the school year.

Note: **The dates listed on this sheet are deadline dates to guide you.** Section 3.1.3 of the CBA states that the timelines may be waived by agreement between the teacher and the evaluator; however, it is suggested that if the timelines are waived, that the agreement be in writing. A copy of the timeline waiver should be submitted to Human Resources along with the final evaluation.

3.1.3 By written agreement between the permanent teacher and the evaluator, the timelines, observations, forms, records and conferences may be waived or reduced. Provisions of Article 3 shall not be waived or altered for probationary or temporary teachers.

2023-2024 SPECIAL DEADLINES FOR EVALUATION OF CERTIFICATED EMPLOYEES WHO ARE NOT PERMANENT

(Probationary Teachers, Temporary Contract Teachers, Intern Teachers, Long-Term Substitutes)

Under statutory requirements and case law, it is critical that site administrators complete three (3) written observations of any non-permanent employees where there is concern about job performance no later than **January 30, 2024.**

Any temporary employee who serves 75% of the school year has reemployment rights to a vacant position; unless the governing board has acted to dismiss the employee before they serve 75% of the school year. This also applies to long-term substitutes. As a probationary employee, there are also clear statutory deadlines for sending notices of non-reelection. Legal counsel advises us that before any action is taken with respect to non-permanent employees, the final evaluation should be completed.

Therefore, since any decision not to retain a probationary, intern, temporary or long-term substitute employee involves Board Action; it is imperative that principals complete, in a timely fashion, the final evaluation of any employee in one of these classifications where the administrator has concerns about the job performance of the employee. **The completed final evaluation must be in the Human Resources Office by January 30, 2024.** It is imperative that the evaluating administrator meets with the Assistant Superintendent of Human Resources or designee in January 2024 to review the evaluation documents prior to the final evaluation being completed.

Affirmative Reelection

You will need to fill out a copy of the attached Certificated Reelection Form for each probationary or temporary certificated staff member who you wish to reelect for the 2023-2024 school year. This letter should be addressed to the Assistant Superintendent of Human Resources and should contain information that supports the reelection.

Thank you for your assistance and cooperation in meeting these important deadlines.