

**ALL PERSONNEL**

**Performance Appraisal**

A continuous, uniform process for employee evaluation, assessment and appraisal shall be provided to:

- promote achievement of County Office of Education SMART Goals;
- provide a process for two-way communication to evaluate the performance of all certificated and classified personnel;
- clarify abilities and specific indicators most critical to job performance;
- offer recommendations, if any, regarding desired performance and improvement;
- increase the employees' understanding of performance from their supervisors viewpoint;
- obtain data for decisions regarding retention and assignment of staff;
- provide a formal method of recognizing staff achievement and growth;
- enhance job satisfaction, self-esteem;
- insure positive work relationships.

The performance appraisal process shall include the following basic steps to be followed in the evaluation and assessment of staff. The process is circular, beginning and ending with the summative employee appraisal. Each step of the process is intended to encourage a collaborative effort between the supervisor and the employee:

- orientation and clarification of evaluation cycle and forms;
- conference to review criteria upon which evaluation will be focused;
- development of performance plan (as applicable);
- formal and informal observations and data collection;
- formal and informal conferences based on observations and data collection;
- data analysis;
- formal evaluation conference;
- summative performance appraisal.

Evaluations will be scheduled as follows:

**Management/Confidential**

Certificated and classified management and confidential employees shall be evaluated annually.

**Teachers**

Permanent employees shall be evaluated at least every other year. Nothing precludes evaluation to be conducted at such other times as certificated management deems appropriate. Others shall be evaluated annually.

## **Classified**

Regular classified employees shall be evaluated annually

## **Unsatisfactory Employees**

Employees receiving any “unsatisfactory” rating in any evaluation area shall be evaluated periodically during the year in accordance with applicable collective bargaining agreements and established procedure until performance improves or separation from the County Office of Education occurs.

Legal Reference:

### **EDUCATION CODE**

33039 Guidelines for teacher evaluation

35171 Evaluation of employee performance; printed rules

44660-44665 Evaluation and assessment of performance of certificated employees

### **GOVERNMENT CODE**

3543.2 Scope of representation