

**PERFORMANCE APPRAISAL:
EVALUATION OF TEACHERS**

**DNA
(LOCAL)**

**LESS-THAN-ANNUAL
EVALUATIONS**

District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law and the following local criteria. The eligible teacher shall:

ELIGIBILITY

1. Be on an educator term contract;
2. Not be on a probationary contract;
3. Not be new to the campus.

FREQUENCY

Eligible teachers shall be appraised every third year. Those with less seniority in the District shall be appraised before those with more seniority.

During any school year when a complete Professional Development and Appraisal System (PDAS) is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party. A teacher shall submit the written notice to the principal prior to January of the school year.

**ALTERNATIVE
ANNUAL
REVIEW
PROCESS**

In the years that PDAS is not scheduled for an eligible teacher, an annual review process shall consist of completion of the teacher self-report form.

The alternative annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

PDAS

The annual appraisal of District teachers not eligible for less frequent evaluations shall be in accordance with the Professional Development and Appraisal System (PDAS)

The District shall establish an appraisal calendar each year.

**SCHEDULE
LIMITATIONS**

In addition to those days on which observations are prohibited by law [see DNA (LEGAL)], the District shall not schedule observations on days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessment tests or other standardized tests.

FIRST OBSERVATION

First classroom observations of teachers shall be scheduled by date and time.

**ALTERNATE
APPRAISERS**

The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.

**SECOND
OBSERVATION
APPRAISER**

Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.

SCHEDULING

Second appraisals shall be scheduled by date and time.

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SCORES

The Board shall ensure that the Superintendent or designee establish procedures for determining how domain scores from first and second appraisals will be used. The domain scores shall be an average of the first and second appraisal.

**PROBATIONARY
TEACHERS**

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term. [See DFAB(LEGAL)]

**EMPLOYMENT
DECISIONS**

When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.

GRIEVANCES

Complaints regarding teacher appraisal shall be addressed in Accordance with DGBA(LOCAL).