

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(LOCAL)

LESS-THAN-ANNUAL EVALUATIONS ELIGIBILITY	<p>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:</p> <ol style="list-style-type: none">1. Be on a one-year educator term contract;2. Not be new to the campus; and3. Be employed by the District for three years.
FREQUENCY	<p>Eligible teachers shall be appraised every third year.</p> <p>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.</p>
ALTERNATIVE ANNUAL REVIEW PROCESS	<p>In the years that PDAS is not scheduled for an eligible teacher, an annual review process detailed in guidelines developed by the administration in collaboration with the District- and campus-level decision-making committees shall be conducted.</p> <p>The alternative annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and returned to the personnel office.</p> <p>The regular PDAS procedures and requirements shall not apply to the alternative annual review process except for the creation of the teacher's professional goals, the teacher's self-report, and walk-throughs.</p>
PDAS WITH CAMPUS OPTION	<p>The annual appraisal of District teachers not eligible for less frequent evaluations shall be in accordance with the PDAS, except that the appraisal of teachers assigned to certain campuses shall follow a campus teacher appraisal plan written in compliance with statutory provisions and Commissioner's rules.</p> <p>The District shall establish an appraisal calendar each year.</p>
SCHEDULE LIMITATIONS	<p>In addition to those days on which observations are prohibited by law [see DNA(LEGAL)], the District shall not schedule observations on the day before or the day after a school holiday, days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated examinations or other standardized tests.</p>
FIRST OBSERVATION	<p>First classroom observations of teachers shall be scheduled within a two-week window.</p>
ALTERNATE APPRAISERS	<p>The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.</p>

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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 within a two-week window.
SCORES	The Board shall ensure that the Superintendent or designee establish procedures regarding how domain scores from first and second appraisals will be used.
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).