

**WESTMORLAND UNION ELEMENTARY SCHOOL DISTRICT**

**III.**

**Board Policies Covering All Certificated Employees Not In A Bargaining Unit**

**Board Policy No. 4151: EVALUATION OF CERTIFICATED EMPLOYEES**

- A. Each certificated employee shall be evaluated to determine whether such employee is meeting the job responsibilities defined in the applicable job description, and/or defined in other actions by the Board and applicable law. Such evaluation shall attempt to assess the competency of each certificated employee with regard to the fulfillment of the employee's job responsibilities.
- B. Each school year the assigned evaluator and the certificated employee should meet to discuss specific objectives for the school year. The evaluator shall determine such specific objectives after review of input from appropriate sources including the evaluatee. The formal evaluation finalized pursuant to this Board Policy should reference such specific objectives in addition to the evaluatee's other job responsibilities.
- C. Any formal evaluation made pursuant to this Board Policy shall be reduced to writing and a copy given to the evaluatee thirty (30) days before the last school day scheduled on the school calendar, or in the case of any such employee employed on a twelve-month basis, no later than June 30 of the year in which the formal evaluation is made.
- D. Each evaluatee shall have the right to initiate a written response to the formal evaluation finalized pursuant to this Board Policy. This written response shall be placed in the permanent personnel file of the evaluatee.
- E. Each evaluatee shall be granted a meeting with the evaluator to discuss the formal evaluation. This meeting shall be scheduled before the last school day scheduled on the school calendar, or in the case of any such employee employed on a twelve-month basis, before July 30.
- F. Each probationary certificated employee shall be evaluated at least once each school year. Each permanent certificated employee shall be evaluated at least every other school year.
- G. The job performance of certificated employees may be observed and assessed at any time. In cases of serious violations of job performance, an evaluator also may conduct evaluations of job performance in an evaluation procedure other than the one described in this Board Policy.

Legal Reference:

Education Code sections 44660-44664

Date Policy adopted By The Board: February 10, 1998

Date Policy Revised By The Board: October 9, 2003