

EVALUATION

The purpose of evaluation is to improve classroom instruction.

When evaluation is based on mutually agreed criteria, applied equally to all, and is fairly and appropriately utilized, it is valid. The following is the formal/informal evaluation process for employees scheduled for evaluation:

1. Goals and Objectives are established.
2. Classroom observations; personal conference following observation
3. Written observation report
4. You could possibly be observed several times before your interim and/or final evaluation
5. There should be no surprises in final evaluations; therefore, negative comments will not be included unless evaluatees have previously been notified in writing in the area(s) of concern and provided opportunities for written responses.
6. Always respond to negative comments and strive to implement all the suggestions for improvement.
7. If you have any questions regarding the evaluation process, call the VTA office.

Under these circumstances, what does a certificated employee do if a poor evaluation is received?

FIRST, DON'T LOSE YOUR TEMPER

Correct handling of the first conference with the principal can be crucial. Attempt to find out the reasons for the poor evaluation. It may be based on the principal's misunderstanding of something that was observed. If that is the case, it may be cleared up right away. The specific content of evaluations is not grievable (Article 26 of the VTA/VUSD contract). **Only the procedure is grievable.** If a teacher takes exception to the content of an evaluation, the first recourse is to write a comprehensive, factual response to be attached to the evaluation in his/her personnel file.

You have protections in the contract. A strict procedure must be followed. Know your rights and the evaluation provisions. The following are some important points to know for members with evaluation problems:

- Know the procedure. Read **Article 26 of the VTA/VUSD Contract.**
- As soon as anything looks unusual, such as an N or U on an observation, VTA members should contact their VTA representative for assistance.
- Keep a diary of all visits by evaluators. Include dates, length of visits, nature of visits, etc.
- If a VTA member suspects that an observation or evaluation conference will include any derogatory material, less than satisfactory reports, or possible disciplinary action, the member should request a VTA representative be present at the conference.

CONTACT YOUR GRIEVANCE OR ASSOCIATION REPRESENTATIVE FOR COUNSEL AND REPRESENTATION AT EVALUATION/DISCIPLINARY CONFERENCES.