Sacramento City Unified School District

HUMAN RESOURCE SERVICES
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Jorge Aguilar, *Superintendent*
Cancy McArn, *Chief Human Resources Officer*

DATE: August 2, 2017

TO: ALL Management Personnel

FROM: Human Resource Services Department

PREPARED BY: Cindy Nguyen

REVIEWED BY: HR Directors
Roxanne Findlay
Tiffany Smith-Simmons, Ed.D
Christina Villegas

APPROVED:

SUBJECT: **2017-18 Evaluation of Management and Non-Management Certificated and Classified Personnel**

Important Deadlines

Management		***Due Date***
▪ Pre-evaluation Conference	➡	By 9/30/17
▪ Completion of Evaluation	➡	By 5/12/18 (10 or 11 month)
▪ Completion of Evaluation	➡	By 6/30/18 (12 month)
Certificated		
▪ Pre-evaluation Conference	➡	By 11/01/17
▪ Completion of Evaluation	➡	By 4/01/18
Classified		
▪ Pre-evaluation Conference	➡	By 11/30/17
▪ Completion of Evaluation	➡	By 4/30/18

District Resources:
- ⇨ *See Attachment–*
  - ○ ***Evaluation Timelines & Delivery Matrix for other pertinent due dates***

Additional Collective Bargaining Unit Resources:
- ⇨ *SCTA Contract Article 6*
- ⇨ *SEIU Contract Article 14*
- ⇨ *Teamsters Contract Article 14*
- ⇨ *CSA Contract Article 14*
- ⇨ *UPE Contract Article 5*

Who Should Be Evaluated?

Management Employees

- Probationary (1st year and 2nd year)
- Reassigned to a different job classification
- Permanent staff whose social security number ends in an even number (0 is considered even)

Certificated Employees

- Probationary ("0", 1st year and 2nd year)*
- Staff with Temporary contracts*
- Permanent staff whose social security number ends in an even number (0 is considered even)**
- Teachers new to your site/department

*Must complete a minimum of 3 formal observations
**Must complete a minimum of 2 formal observations

Classified Employees

- Probationary (1st Rating 90 days after hire date and 2nd Rating 60 days prior to becoming permanent)
- Permanent staff whose social security number ends in an even number (0 is considered even)

Attention Site Office Managers / Department Staff:
Please pull Escape Report "Employee08" for your site roster (Escape/Reports/Employee/Employee08).

This report will provide you with the employee's employment status and last 4 digits of their Social Security Number to assist in identifying which staff members' evaluations are due.

Employee08 Report: Permanency Code Identifier for Certificated and Classified:

- ***0 = Prob 0***
- ***A = Permanent***
- ***B = 1st Year Prob***
- ***C = 2nd Year Prob***
- ***E = Temporary***

If you need any assistance regarding the evaluation process, please contact the following Human Resources Director:

Area 1 (West)	Area 2 (Central)	Area 3 (East)	Independent Charters	Departments
Roxanne Findlay, HR Director 916-643-9046 916-501-1383	Christina Villegas, HR Director 916-643-7496 916-949-3974	Tiffany Smith-Simmons, Ed.D, HR Director 916-643-9058 916-752-3201	Assigned HR Directors	Assigned HR Directors
			Kent Jones Manager II, District Operations 916-752-9733	

cc: Site/Department Administrators
Administrative Assistants
Area Assistant Superintendents
Cabinet Members

Sacramento City Unified School District

Human Resource Services

Evaluation Timelines and Delivery

Refer to the applicable bargaining unit contract under Evaluation.

Evaluation forms can be downloaded from the SCUSD Intranet (ISO Forms).

Unit	Notification Sent	Pre-Evaluation Deadline	Email: Final Evaluation Reminder	Final Evaluation Deadline	Eval Due to Chief/Area/ Asst Supt	Eval Due to HR
Certificated Teacher (Content Standard) ISO Forms: PSL-F106, PSL-F106A, PSL-F107A, PSL-F108A	September	November 1	March 1	April 1	April 1	May 31
Certificated Teacher Special Ed (Content Standard) Listed Below ISO Forms: PSL-F106, PSL-F106A PLUS **Mild-Moderate Special Day Class** PSL-F107B, PSL-F108B **Moderate-Severe Special Day Class** PSL-F107C, PSL-F108C **Resource Specialist (Spec Ed-RSP** PSL-F107D, PSL-F108D	September	November 1	March 1	April 1	April 1	May 31
Certificated Teacher ISO Forms: PSL-F109 through PSL-F174	September	November 1	March 1	April 1	April 1	May 31
Certificated Teacher Charter School ISO Form: PSL-F105	September	November 1	March 1	April 1	April 1	May 31

Unit	Notification Sent	Pre-Evaluation Deadline	Email: Final Evaluation Reminder	Final Evaluation Deadline	Eval Due to Chief/Area/ Asst Supt	Eval Due to HR
Classified Probationary ISO Form: PSL-F099	Terms of Employment	Within 30 Calendar Days First Evaluation: 90 Days From Probationary Status Date	Ongoing	60 Days Prior to Permanent Date	N/A	Ongoing
Classified Permanent ISO Forms: PSL-F102 and PSL-F102A if applicable	September	November 30	March 31	April 30	N/A	May 15
Management ISO Form: PSL-F104	September	September 30	April 1	May 12 (10 or 11 month) June 30 (12 month)	July 15	July 31

Refer to Probationary Status in the contract.

Certificated Substitutes ISO Form: PSL-F100	Classified Substitutes ISO Form: PSL-F101	As Requested by Substitute OR Prepared As Needed by Administrator

Evaluation Delivery and Review

Certificated	• Site/Department Returns Completed Evaluation to Area Assistant Superintendent • Area Assistant Superintendent Returns to Human Resourc Services for Review by Director • Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation
Classified	• Site/Department Returns Completed Evaluation to Human Resource Services for Review by Director • Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation
Management	• Site/Department Returns Completed Evaluation to Reviewing Administrator (Chief Officer, Assistant Superintendent, etc.) • Reviewing Administrator Returns to Human Resource Services for Review by Chief Human Resources Officer • Human Resource Services: Escape Input, BMI Document Scan (Personnel File), Shred Scanned Evaluation

Sacramento City Unified School District

Human Resources & Employee Compensation Services

Personnel Forms

Key to ISO Commonly Used Forms: Evaluations

Access ISO Forms: SCUSD Intranet

Evaluations: Certificated Teacher (Content Standard)

Certificated Teacher (Content Standard) Pre-Evaluation Conference Record	PSL-F106	Rev. B
Documentation of Teacher Evaluation Process	PSL-F106A	Rev. B
Certificated Teacher (Content Standard) Option 1 Formative/Summary Evaluation	PSL-F107A	Rev. C
Certificated Teacher (Content Standard) Option 2 Plans to Achieve Student Progress/Professional Growth Goal Setting	PSL-F108A	Rev. B
Mild-Moderate Special Day Class Teacher (Content Standard) Option 1 Formative/Summary Evaluation	PSL-F107B	Rev. A
Mild-Moderate Special Day Class Teacher (Content Standard) Option 2 Plans to Achieve Student Progress/ Professional Growth Goal Setting	PSL-F108B	Rev. A
Moderate-Severe Special Day Class Teacher (Content Standard) Option 1 Formative/Summary Evaluation	PSL-F107C	Rev. A
Moderate-Severe Special Day Class Teacher (Content Standard) Option 2 Plans to Achieve Student Progress/ Professional Growth Goal Setting	PSL-F108C	Rev. A
Resource Specialist (Special Education-RSP) (Content Standard) Option 1 Formative/Summary Evaluation	PSL-F107D	Rev. A

Evaluations: Certificated Teacher (Content Standard) (continued)

Resource Specialist (Special Education-RSP) (Content Standard) Option 2 Plans to Achieve Student Progress/ Professional Growth Goal Setting	PSL-F108D	Rev. A

Evaluations: Certificated

Evaluation: Athletic Director	PSL-F109	Rev. A
Evaluation: Behavior Intervention Specialist, Special Education Department	PSL-F110	Rev. A
Evaluation: Child Welfare and Attendance Counselor	PSL-F111	Rev. A
Evaluation: Children's Center Nurse	PSL-F112	Rev. A
Evaluation: Children's Center Teacher	PSL-F113	Rev. A
Evaluation: Clinician, Psychologist/Social Worker	PSL-F270	Rev. A
Evaluation: Counselor	PSL-F114	Rev. A
Evaluation: Counselor, English Language Learner	PSL-F115	Rev. B
Evaluation: Department Chairperson	PSL-F116	Rev. A
Evaluation: Diagnostic Teacher, Special Education	PSL-F117	Rev. A
Evaluation: Drug, Alcohol, and Tobacco Education Specialist	PSL-F118	Rev. A
Evaluation: Educational Audiologist	PSL-F119	Rev. A
Evaluation: Employee Relations Liaison	PSL-F120	Rev. A

Evaluations: Certificated (continued)

Evaluation: Head Teacher, Language, Speech and Hearing Specialist	PSL-F121	Rev. A
Evaluation: High School Mathematics Demonstration Teacher	PSL-F122	Rev. A
Evaluation: Itinerant Teacher, Remedial Physical Education	PSL-F123	Rev. A
Evaluation: Language, Speech and Hearing Specialist	PSL-F124	Rev. A
Evaluation: Librarian	PSL-F125	Rev. A
Evaluation: Program Specialist, Adult Education	PSL-F126	Rev. A
Evaluation: Program Specialist, Bilingual Education	PSL-F127	Rev. A
Evaluation: Program Specialist, Counseling	PSL-F128	Rev. A
Evaluation: Program Specialist, Designated Instruction Services, Communicatively Handicapped	PSL-F129	Rev. A
Evaluation: Program Specialist, Gifted and Talented Education	PSL-F130	Rev. A
Evaluation: Program Specialist, Nutrition Education Project	PSL-F131	Rev. A
Evaluation: Program Specialist, Recruitment and Retention of Females in Non-Traditional Vocational Programs	PSL-F132	Rev. A
Evaluation: Program Specialist, Special Education	PSL-F133	Rev. A
Evaluation: Project Burger King Academy, Resource Teacher	PSL-F134	Rev. A
Evaluation: Project Facilitator California New Teacher Support	PSL-F135	Rev. A
Evaluation: Resource Specialist, Career Development and Vocational Assessment-DIS	PSL-F137	Rev. A

Evaluations: Certificated (continued)

Evaluation: Resource Specialist, Consolidated Programs	PSL-F138	Rev. A
Evaluation: Resource Teacher, Adult Basic Education	PSL-F139	Rev. A
Evaluation: Resource Teacher, American Indian Education	PSL-F140	Rev. A
Evaluation: Resource Teacher, Bilingual Program (Elementary)	PSL-F141	Rev. A
Evaluation: Resource Teacher, Compensatory Preschool and Parent Education	PSL-F142	Rev. A
Evaluation: Resource Teacher, Elementary	PSL-F143	Rev. A
Evaluation: Resource Teacher, Gifted and Talented Education	PSL-F144	Rev. A
Evaluation: Resource Teacher, Magnet Assistance Grant	PSL-F145	Rev. A
Evaluation: Resource Teacher, Multilingual Education	PSL-F146	Rev. A
Evaluation: Resource Teacher, Secondary School (Middle and High)	PSL-F147	Rev. A
Evaluation: Resource Teacher, VAPAC (Visual and Performing Arts Centre)	PSL-F148	Rev. A
Evaluation: Resource Teacher, Vocational Education (Career Education)	PSL-F149	Rev. A
Evaluation: ROP (Regional Occupational Program) Counselor	PSL-F150	Rev. A
Evaluation: School Audiometrist	PSL-F151	Rev. A
Evaluation: School Nurse	PSL-F152	Rev. A
Evaluation: School Psychologist	PSL-F153	Rev. A
Evaluation: School Social Worker	PSL-F154	Rev. A

Evaluations: Certificated (continued)

Evaluation: Severely Handicapped-Autistic Class Teacher, Special Education, Elementary-Secondary	PSL-F155	Rev. A
Evaluation: Special Class Teacher, SOL/Aphasic	PSL-F157	Rev. A
Evaluation: Special Project Teacher, Adult Education	PSL-F158	Rev. A
Evaluation: Teacher, Aurally Handicapped	PSL-F159	Rev. A
Evaluation: Teacher, Driver Training	PSL-F160	Rev. A
Evaluation: Teacher, Orthopedically Handicapped (Physically Handicapped)	PSL-F161	Rev. A
Evaluation: Teacher, Parent-Preschool Education	PSL-F162	Rev. A
Evaluation: Teacher, Pregnant Minors	PSL-F163	Rev. A
Evaluation: Teacher, Visually Handicapped (Physically Handicapped)	PSL-F165	Rev. A
Evaluation: Teacher, Vocational Center	PSL-F166	Rev. A
Evaluation: Teaching Chairperson, Special Education Center	PSL-F167	Rev. A
Evaluation: Training Specialist	PSL-F168	Rev. A
Evaluation: Training Specialist, High School	PSL-F169	Rev. A
Evaluation: Training Specialist, Special Education	PSL-F170	Rev. A
Evaluation: Traveling Instrumental Music Teacher	PSL-F171	Rev. A
Evaluation: Vocational Specialist	PSL-F172	Rev. A
Evaluation: Vocational Specialist-Handicapped	PSL-F173	Rev. A
Evaluation: Vocational Teacher for the Handicapped	PSL-F174	Rev. A

Evaluation: Certificated Charter School

Certificated Personnel Evaluation Charter School	PSL-F105	Rev. A

Evaluation: Certificated Substitute (Teacher)

Substitute Teacher Evaluation Notice, Cover Sheet, and Form	PSL-F100	**Rev. C**

Evaluations: Classified and Improvement Plan

Performance Evaluation of Classified Personnel	PSL-F102	Rev. C
Evaluation of Probationary Classified Personnel	PSL-F099	Rev. B
Improvement Plan – Classified	PSL-F102A	Rev. A

Evaluation: Classified Substitute

Classified Substitute Evaluation	PSL-F101	**Rev. G**

Evaluation: Management

Management Evaluation of Work Performance	PSL-F104	Rev. A
Classified Summary Rating Sheet	PSL-F080	Rev. A
Classified Interview Team Report and Recommendation	PSL-F081	Rev. C
Applicant Reference Check (Classified and Management)	PSL-F082	Rev. A

Revised: 10-02-13

ALWAYS PRINT FROM ISO PERSONNEL FORMS.

ENSURE THAT COPIED FORMS ARE THE MOST CURRENT VERSION.