

ADMINISTRATIVE CIRCULAR NO. 56
Office of the Chief Human Resources Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 15, 2022

To: Area Superintendents, School Principals, Associate Principals,
Division and Department Heads, Certificated Employees and
San Diego Education Association Representatives

Subject: CERTIFICATED STAFF PERFORMANCE EVALUATION AND
GROWTH AND DEVELOPMENT CYCLES

**Department and/or
Persons Concerned:** Certificated Staff

Due Date: September 23, 2022

Action Requested: **Please review the 2022-2023 Evaluation Process and E3 Pilot Sideletter** and conduct the certificated evaluation or growth and development cycle as outlined in the timeline. Notify the Human Resource Services Division (HRSD) of corrections to the staffing report by creating a PAR to adjust the employee's data.

Brief Explanation:

The evaluation, growth and development of certificated employees is one of the most important responsibilities of management personnel. Since 2015 the District and SDEA have worked in partnership to develop and implement a growth and development cycle known as Educator Effectiveness and Empowerment (E3).

Please review the [2022-2023 Evaluation Process and E3 Pilot Sideletter](#) to conduct the certificated evaluation or growth and development cycle. This document will assist you in scheduling each step of this process on your calendar to meet contract deadlines.

APPROVED

Acacia Thede

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Chief Human Resources Officer

Attachments:

[2022-2023 Evaluation Process and E3 Pilot Sideletter](#)
[2022-2023 Certificated Evaluation and E3 Pilot Timelines](#)
Frequently Asked Questions
[Link to the Article 14 Stull Evaluation Process Forms](#) (Website)
#1 – Evaluation Timelines
#2 – Summary Evaluation Report

- #3 – Evaluation Worksheet
- #4 – Evaluation Addendum
- #5 – [How to Run Evaluation Report](#)
- #6 – [Entering a Performance Evaluation Summary into PeopleSoft E3 Evaluation Portal](#) (Website)

Frequently Asked Questions 2022- 2023 Certificated Evaluation Process and E3 Pilot		
	Article 14 Stull Evaluation Process	E3 Pilot Growth and Development Cycle
How to determine if an employee is on cycle	All probationary and temporary contract employees on your staff (leave replacement, restricted, and provisional level credential status) must be evaluated each year. Permanent employees, whose performance has previously been evaluated as effective, are evaluated at least every other year. A five-year evaluation cycle may be considered with mutual consent for permanent employees.	
Which model should be used?	This is the default evaluation process for all employees on cycle as well as those employees on a Special Evaluation or Remediation Plan. For the Alternative Evaluation process, refer to Collective Negotiations Contract, Article 14, and Section 14.7.2. Evaluators contemplating this process should contact the Human Resources Officer in HRSD for further assistance.	Classroom Educators whose previous evaluation was deemed satisfactory may elect to participate in the E3 model with mutual agreement of the evaluator. New Temporary/ Leave Replacement or Probationary Teachers may also participate. Employees on a Special Evaluation or Remediation Plan are not eligible to participate in the E3 pilot.
Probationary Employee Considerations	In order to meet timelines for Board of Education approval, it is important that HRSD receive the final evaluation report for any second-year probationary employee or intern who receives a less-than-effective evaluation no later than the due date.	Participation in the E3 model does not prevent a probationary employee from a recommendation to be non-re-elected.
Support for Employees	Any employee who receives a less-than-effective rating on any of the evaluation elements must be counseled on the specific objective(s) and criteria where progress is necessary and must be provided with a written progress check and remediation plan, which include the supervisor's role in assisting the employee and a timeline for monitoring the employee's progress. Please refer to Attachment 1 for the specific timelines as well as Article 14, Section 14.6.3 Progress Check and Remediation. Please contact the assigned Human	Classroom educators whose performance is less than satisfactory are not eligible to participate in the E3 pilot.

	Resources Officer as soon as the evaluator determines that an employee may receive a less-than-effective evaluation.	
Summary Conference Dates	Written formal evaluations for permanent certificated staff, first-year probationary, leave replacements, restricted, and provisional level credential employees (which include University Interns and Short Term Staff Permit) must be completed on or before the due date . Refer to Attachment 1 for specific timelines including those whose performance has been evaluated as “requires improvement” or “unsatisfactory” during the previous school year.	The summary growth conference should take place between the due dates (refer to Attachment 1 for specific timelines).
How do you know which cycle an educator is on?	To find out which of your employees fall into these categories, run the certificated evaluation report. The certificated evaluation report is available via PeopleSoft’s Human Resources menu. Navigation to the report is: Workforce Administration, Workforce Reports, Certificated Evaluations. The step-by-step instructions to run this report are attached to this circular and are available on the ITD website in the PeopleSoft HCM job aids. Due to the large volume of staffing that occurs at the conclusion of summer, including post and bid, the evaluation report may be incomplete and/or contain inaccurate information. Newly assigned staff may not be included on this initial report. It is recommended that you run the evaluation report on a weekly basis to assure accuracy.	
Support for evaluators	For samples and guides on classroom observations, please contact your assigned Human Resources Officer. Be specific in your comments on classroom observations and remember to record the date, time, and length of your observation. Remember to discuss your observation with the employee and provide him/her with a copy of your written observation statement within approximately 10 work days of your observation. The employee should sign and date the supervisor's copy of the observation, acknowledging receipt and placement in the site file.	The E3 website is designed to support evaluators and educators participating in the pilot.
Forms and Online Growth and Development System	The required performance evaluation forms can be reproduced as necessary or can be downloaded from the District’s website, www.sandiegounified.org via the link “Staff Portal.” Select “Departments.” Then click on “Human Resources” and select “Forms.”	<i>My PGD</i> : My Professional Growth and Development, located in the Professional Learning Portal

Scan and Email Completed Forms to HRSD	Send the original completed and signed copies of the Summary Evaluation Report forms for each of the teachers evaluated directly to hrdocuments@sandi.net	Send the completed signed copies of the Summary Conference document to hrdocuments@sandi.net
Enter the final rating into PeopleSoft	Evaluation worksheets and other materials should be retained at the school site. If the Summary Evaluation Report form is marked less-than-effective , attach the progress check and remediation plan (or Counseling and Assistance Plan), Evaluation Worksheets, the Performance Evaluation Addendum form, and the written observation statement and send to the appropriate Area Superintendent for signature as reviewer of the evaluation. After the final evaluations are completed, you must input the overall summary rating into the Performance Management system in PeopleSoft by the end of the school year. The enclosed job aid provides explicit instructions on how to access this module.	After the final evaluations are completed, you must input the overall summary rating into the Performance Management system in PeopleSoft by the end of the school year. The enclosed job aid provides explicit instructions on how to access this module.