



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Certificated Performance Evaluation System: Roster and Forms

NUMBER: REF-1172.2

ISSUER: Vivian K. Ekchian, Chief Human Resources Officer
Human Resources Division

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PURPOSE: The purpose of this Reference Guide is to define the evaluation process for certificated personnel and to provide instructions and procedures for performance evaluation, utilizing rosters and appropriate forms for certificated employees.

MAJOR CHANGES: This Reference Guide replaces Human Resources Division REF-1172.1 of the same subject issued August 15, 2005. Changes were made to reflect current year.

INSTRUCTIONS: I. Introduction

In 2003-04 Human Resources Division implemented an online performance evaluation system for teachers, adding certificated management and service personnel in 2004-05. Rosters and forms for certificated personnel are now available online for all schools and offices.

II. Access to Certificated Initial Planning and Observation Sheets

Certificated Initial Planning and Observation Sheets are available as follows on the Human Resources Division website at www.teachinla.com under “HR Forms” in the Employee Relations Section.

<u>Employee Group</u>	<u>Initial Planning Form</u>	<u>Observation Form</u>
Instructional	1024	1025
Service	1072	1073
Management	1044	1049

III. Access to Performance Evaluation Roster and Evaluation Forms

Login to www.teachinla.com and click on Performance Evaluations under the Reference Links heading.

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IV. Procedures

In order to begin the evaluation process, administrators should access and review the online roster of employees as a guide for employee evaluation. The evaluation status for each employee will be listed under the Options column. The Administrator may determine that a change in the evaluation status for the employee is required and may select from the following list of options:

- Required
- Not Required
- Extended*
- Not at Location
- Retired/Resigned
- On Leave
- Required: Service Form

* An Administrator who has mutually agreed with a UTLA represented employee to extend the evaluation period beyond the two-year cycle should select "Extended" and select a school year to begin the next evaluation cycle.

RELATED RESOURCES:

Human Resources Division BUL-5334.0 Performance Evaluation and Professional Development for Certificated Management, Supervisory, and Confidential Personnel dated December 3, 2010; and Human Resources Division BUL-5335.0 Performance Evaluation for UTLA Bargaining Unit Personnel dated December 3, 2010.

ASSISTANCE:

For assistance regarding evaluation forms and rosters, contact Human Resources Division, Employee Relations Section at (213) 241-6591. For assistance regarding evaluation procedures and contractual obligations (including evaluation extension), contact the appropriate Staff Relations Field Director.