

## Provisional Employees Evaluations

As noted in the Pacific Union Education Code E12-112, competency evidenced by professional evaluation is a condition of continued employment. The evaluation process shall consist of the following:

- A. **Required** - A minimum of one written evaluation during the first semester of each year based on supervisory visits by the principal or the superintendent of schools/designee.
- B. **Recommended** – A minimum of two formal classroom observations should be conducted, one each semester. A feedback conference and written evaluation should be conducted, and a written evaluation given.
- C. **Recommended** – At least one summative evaluation should be conducted to include an evaluation conference and a summative document.

Evaluations of part-time teachers should also be completed during the first semester of each school year.

A copy of each written evaluation shall be given to the employee and the superintendent of schools/designee.