

event giving rise to the documents. The time for placing materials in a file as set out above shall be tolled during such time as a matter is under investigation or review, not to exceed six months.

**7.8.8** Human Resources shall, upon written authorization of the unit member, release information and/or forward specified documents from his/her personnel file to parties the unit member designates.

## **7.9 Children's Center Faculty Evaluation Criteria**

The College of Marin Children's Centers are operated under both Title 22, State Licensing Standards for Health and Safety, and Title V, the program standards of the Child Development Division of the State Department of Education. All certified teachers working in the center are required to meet these standards and shall be evaluated accordingly. Unit members being evaluated shall have an opportunity to recommend additional criteria which recognizes the special characteristics of the MCCD Children's Center.

### **Evaluation Procedures: Children's Center Unit Members**

**7.9.1 Purpose:** The purpose of teacher evaluation is to provide feedback to each teacher for the improvement of his/her professional services in working with children, families and community. These evaluations shall be non-punitive.

**7.9.2 Frequency:** During each year (as required by the State of California), all permanent/probationary and temporary/part-time unit members shall participate in the evaluation process.

**7.9.3 Content:** The unit member is entitled to a clear, fair and equitable evaluation. The content of the evaluator's written evaluation must be a summary of the information provided through contractually agreed upon evaluation procedures and instruments.

### **7.9.4 Evaluation Team Members for Probationary and Temporary/Part-Time CC Unit Members**

(a) Evaluators: Peer – Site Supervisor, Assistant Site Supervisor or Teacher in the same or a closely related discipline who has not been previously evaluated by the Evaluatee.

Management – Director of Child Care Programs

(b) UPM Advisor: Named by UPM/AFT to advise evaluatee, if requested by the Evaluatee.

### 7.9.5 Evaluation Process: Probationary and Temporary/Part-Time CC Unit Members

Process	Team Member	Responsibility	Time Line
Professional Self Evaluation/Action Plan	Evaluee	<ul style="list-style-type: none"> <li>• Prepares after consultation with peer evaluator</li> <li>• Submits to Director</li> </ul>	By Sept. 15 of each year
Evaluation Report	Peer Evaluator Director  Director Evaluee UPM Advisor  Director	<ul style="list-style-type: none"> <li>• With input from peer evaluator, the Director completes the Evaluation Report that includes a final written evaluation summarizing information provided through the contractually agreed upon evaluation criteria, procedures and instruments that assesses: <ul style="list-style-type: none"> <li>• Success in meeting the evaluation criteria;</li> <li>• Achievement of outcomes of the self evaluation/action plan;</li> <li>• Suitability for working with children;</li> <li>• Mutual expectations for the future;</li> <li>• Recommendations for improvements, if any.</li> </ul> </li> <li>• Director meets with evaluee to review the Evaluation Report</li> <li>• Evaluee reviews Evaluation Report with UPM Advisor</li> <li>• Any recommendations for improvement are shown to evaluee <ul style="list-style-type: none"> <li>• Evaluee reviews with UPM Advisor</li> <li>• Evaluee may attach comments to the report and the UPM Advisor may attach a separate statement before it is submitted to the appropriate District office</li> </ul> </li> <li>• Evaluee and UPM Advisor sign off on documents</li> <li>• Director makes recommendation concerning re-employment</li> </ul>	1 <sup>st</sup> Year – By Dec. 15  Subsequent Years – By February 15 <sup>th</sup>

## 7.9.6 Evaluation Process: Permanent CC Unit Members

### Evaluation Team Members for Permanent CC Unit Members

- (a) Evaluators: Peer – Site Supervisor, Lead Teacher or any permanent unit member currently working in the Children’s Center
- (b) Management Director of Child Care Programs or manager, named by the supervising Vice President.
- (c) UPM Advisor: Named by UPM/AFT to advise evaluatee, if requested by Evaluatee.

Process	Team Member	Responsibility	Time Line
Professional Self Evaluation/Action Plan	Evaluee	<ul style="list-style-type: none"> <li>Prepares after consultation with peer evaluator</li> <li>Submits to Director</li> </ul>	<p>During Fall Staff Development Flex period</p> <p>Start of Fall semester each year</p>
Evaluation Report	<p>Evaluator</p> <p>Peer Evaluator Evaluee</p> <p>Peer Evaluator</p> <p>Director Peer Evaluator UPM Advisor Evaluee</p>	<ul style="list-style-type: none"> <li>Schedules classroom or other on-the-job visits in consultation with the evaluatee.</li> <li>Peer evaluator and evaluatee meet to conduct peer review to assess:               <ul style="list-style-type: none"> <li>Success in meeting the evaluation criteria;</li> <li>Achievement of outcomes of the self evaluation/action plan;</li> <li>Suitability for working with children;</li> <li>Mutual expectations for the future;</li> </ul> </li> <li>Peer evaluator completes the Evaluation Report that includes a final Written evaluation summarizing information provided through the contractually agreed upon evaluation criteria, procedures and instruments and submits to the Director.</li> <li>Director consults with the peer evaluator and UPM Advisor on the status of the evaluatee.</li> <li>Following a review and signoff by the UPM Advisor, the Director may, if necessary, develop specific recommendations for improvement. These are shown first to evaluatee who reviews with His/Her UPM Advisor.</li> <li>Evaluee may attach comments to the report and the UPM Advisor may Attach a separate statement.</li> </ul>	<p>By Feb. 1 each year</p> <p>By Feb. 15 each year</p>

**7.9.7 Recommendations for Individual Improvement.** If specific recommendations for improvement are developed, Article 7.3.6 of the CBA applies.

**7.9.8 Causes for Further Action.** Article 7.3.8 of the CBA applies.

**7.10 Children's Center Unit Members – Other Personnel File**

In addition to the personnel file kept in Human Resources (referenced in Article 7.8) a Children's Center teacher is required by Title 22 to have a copy of the following on file in the classroom where he/she is assigned.

- (a) Fingerprint and criminal record clearance;
- (b) Signed statement of child abuse reporting requirements;
- (c) Signed statement of personnel rights;
- (d) Copy of TB test clearance – yearly; Doctor's clearance to work with children.

**Except as specified herein, all other provisions of Article 7 do not apply to unit members assigned to the Children's Center.**