

Administrative Regulation

Certificated Employees; Summer School, Evaluation of

All summer school certificated employees shall be evaluated during each session. Evaluation will be completed by the administrative supervisor following at least one observation conducted prior to the final week of the particular summer school session. Results of the evaluation will be completed on the applicable form, available on requisition from the Print Shop, as follows:

- A. Each certificated employee will provide the requested information relating to previous summer school assignments.
- B. The evaluation summary will be completed in narrative form.
- C. The appropriate recommendation will be underlined.

The evaluation process for summer school certificated employees will be completed when both parties have signed and dated the form (9902.19). Distribution of the evaluation form should be as follows:

- A. Original (white) is handed to the employee.
- B. Duplicate (buff) is returned to the Office of Personnel Services.

Ref: EC Sections 44660-44665

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Revised: March 4, 1986

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