

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
TALENT ACQUISITION AND SELECTION BRANCH

FROM: Principal
School Name

DATE:

TO: Talent Acquisition and Selection Branch

SUBJECT: PROMOTABILITY EVALUATION FORM FOR: Select Job Classification

EVALUATION OVERVIEW

Under the California Education Code, Section 45105 (C), employees in restricted status must be given the opportunity to obtain unrestricted employment status after 130 paid days of service. The Los Angeles Unified School District meets this mandate through the use of a promotability evaluation process, whereby a School Principal, Administrator, or the employee's direct supervisor assesses the employee's current job performance, to ensure that she or he possesses the skills necessary to be successful in the job.

On the following pages, you will be asked to evaluate the candidate on a number of job dimensions/competencies that are necessary for successful performance in this position.

A candidate (employee) who is successful on this evaluation will be promoted to unrestricted status at your school site. As an unrestricted/permanent employee, your candidate will receive the rights afforded to all permanent classified employees, including the ability to exercise his/her bumping rights in the event of layoffs. A candidate who is unsuccessful on this evaluation is not automatically terminated; however, please note that an unsuccessful score on the evaluation implies that the candidate is failing to adequately perform one or more critical job functions. If you feel that the employee has the ability to improve in deficient areas, and wish to retain him/her as a member of your staff, you may resubmit an evaluation after 4 months. However, should you feel that the employee is unable or unwilling to make necessary improvements, you may wish to consider removing the individual from your school upon completing the evaluation.

Please Note: Candidates will be notified via email of the status of their evaluation.

INSTRUCTIONS FOR COMPLETING THE PROMOTABILITY EVALUATION

The School Principal must read these instructions.

Thank you for taking the time to complete this promotability evaluation for **Select Job Classification**, which will be used to promote qualified employees to unrestricted (permanent) status in this position.

On the next page, you will be asked to evaluate a candidate in a number of areas that are essential for effective performance in this position. Prior to making your ratings, please use the space provided at the top of the page to indicate how long you have supervised the employee. If you have not supervised the candidate directly, please consult with the candidate's direct supervisor to discuss the ratings. ***Please note that you must complete the information under the "Electronic Signature" section for the evaluation to be valid.***

SCORING PROCEDURE:

Please rate the candidate as ACCEPTABLE OR LIMITED for each of the areas listed by selecting the appropriate rating from the corresponding drop down menu. Your ratings should be based on observations, knowledge of the candidate's recent job performance, and previous discussions you have had with the candidate regarding the quality of his/her work performance.

If this evaluation is for a Campus Aide, and s/he does not advise the principal, school staff, student groups, community groups, and/or parents on issues affecting the safety and security of students, staff, and school property, assign a rating of "N/A" for this area of the promotability evaluation.

Once you have provided your ratings, you must assign an OVERALL RATING at the bottom of the rating sheet.

Candidates who are fully prepared to take on the responsibilities of the position must receive "Acceptable" ratings in **all** applicable areas, and must be assigned an overall rating of "Acceptable" in order to be promoted to unrestricted status. A candidate who receives **one or more "Limited" ratings** is not ready to take on the responsibilities of their job classification in unrestricted status at this time, and should receive an overall rating of "Limited".

After making your final rating, please use the "summary comments" section (located immediately before the "Electronic Signature" section) to document examples of the employee's work behavior that support your ratings. Supporting comments are encouraged in all cases, but are mandatory when assigning a "*limited*" rating. Evaluations that include one or more limited ratings, but do not provide documentation supporting these ratings, will be considered incomplete.

For this evaluation to be official, the School Principal must provide the information requested under the "Electronic Signature" section. **The evaluation will not be processed if the electronic signature is not completed.**

Personal Conference: Once the evaluation has been completed, please discuss the results with the candidate in a personal conference. This is the candidate's opportunity to review his/her test results, and should be conducted

before submitting the evaluation to the Talent Acquisition and Selection Branch. As part of the personal conference, please inform candidates that the Talent Acquisition and Selection Branch will be sending them a formal notice of their evaluation results through their LAUSD email account.

RETURNING THE EVALUATION

For immediate consideration, please review the completed Promotability Evaluation Form, and click on the “Submit” button at the bottom of the page once you have assigned all of your ratings, and provided your electronic signature.

If you have questions or concerns regarding this process, please submit an email to promoevals@lausd.net, and a member of our staff will contact you.

Thank you very much for your assistance, and we look forward to receiving your employee’s completed promotability evaluation.

PROMOTABILITY EVALUATION FOR: Select Job Classification

Candidate's First Name:

Candidate's Last Name:

Candidate's Employee ID Number:

How long has this employee been under your supervision?

Instructions:

Please rate the candidate as ACCEPTABLE OR LIMITED for each of the areas listed by selecting the appropriate rating for each section. If this evaluation is for a Campus Aide at your school site, and s/he does not advise the principal, school staff, student groups, community groups, and/or parents on issues affecting the safety and security of students, staff, and school property, please select "N/A" for the "Safety Advisor" section and disregard this area when making your overall rating. Once you have provided your ratings, you must assign an OVERALL RATING at the bottom of the rating sheet. Supporting comments are encouraged in all cases, but are **mandatory** when assigning a "limited" rating.

I. ALL RESTRICTED CLASSIFICATIONS <i>Complete this section for all classifications</i>	<u>Ratings</u>
Attendance Reports to work on time daily.	
Student Care and Safety Is mindful of the safety rules and appropriate standards of behavior students must follow; effectively uses acceptable disciplinary and reinforcement techniques to encourage desired behaviors, informs appropriate staff as necessary, and helps produce a safe and conducive learning environment.	
Interpersonal Skills Builds effective relationships with students, parents, coworkers, and/or community members; deals tactfully with students and parents.	
General Assistance to the Teacher/Staff Effectively assists teachers/school staff with non-instructional duties that support the implementation of instructional activities (e.g., grading papers; contacting parents; assisting with classroom setup; feeding infants and young children; etc.).	

II. INSTRUCTIONAL AIDES <i>Complete this section <u>only</u> for the following classifications: Education Aide III; Ed Resource Aide; Instructional Aide I & II; Early Childhood Associate; Early Education Center Aide I & II.</i>	<u>Ratings</u>
Instructional Assistance to the Teacher Effectively assists the teacher by conducting instructional and/or group activities designed to facilitate and enhance student learning. Effectively demonstrates the technical, academic knowledge and skills needed to succeed on the job.	

III. CAMPUS AIDE/SCHOOL SUPERVISION AIDE <i>Complete this section <u>only</u> for the Campus Aide and School Supervision Aide classifications.</i>	<u>Ratings</u>
Student and Campus Safety Possesses a comprehensive understanding of applicable safety rules and procedures, and applies this knowledge to ensure the safety and security of students, staff, and school property.	
Safety Advisor Advises the principal, school staff, student groups, community groups, and/or parents on issues affecting the safety and security of students, staff, and school property (e.g., gang activities, campus/community tensions, vandalism, etc.). Please select N/A if the employee does not perform these duties.	

OVERALL RATING Using the ratings you provided, and the rating instructions stated above, please select an overall rating for this candidate NOTE: If the candidate is assigned one or more "Limited" ratings, s/he should receive an overall rating of "Limited".	<u>Overall Rating</u>
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NOTE: THE PRINCIPAL COMPLETING THE EVALUATION MUST PROVIDE ELECTRONIC SIGNATURES BELOW FOR THIS EVALUATION TO BE VALID.

Summary Comments (Please Note: supporting comments are **mandatory** when assigning a "limited" rating).

Electronic Signature

Instructions to Principal: Please enter your name in the space provided below to acknowledge your agreement with the above information. After clicking the SUBMIT button, you will receive an email confirming submission of this form.

School Principal

I, _____, acknowledge and agree with the results of this evaluation, and have reviewed the evaluation results with the candidate in a personal conference.