

Alameda Community Learning Center Evaluation Timeline and Process

By September 15th of each school year, the ACLC Lead Facilitator and ACLC Personnel Committee Leader shall meet with all ACLC facilitators required by contract to be subject to the evaluation process to explain the process.

1. Facilitators shall be given a written and electronic copy of the self-evaluation form that they will be required to fill out.
2. Facilitators shall be notified of the necessary random seminar visit that will be conducted sometime prior to the deadline that will be conducted by the AUSD Governing Board representative.
3. Facilitators will be made aware of the necessity for them to document their observations of the required ACLC activities and seminars.
4. Facilitators will be made aware of the necessity for them to provide a portfolio of course outlines and a few samples of learner's work to demonstrate projects or learner's work in the various seminars the facilitator conducts that will be examined by the evaluation committee.
5. Probationary and Temporary employees shall be notified that their self-evaluations must be completed and turned in to the ACLC Personnel Committee Leader by January 15th.
6. Tenured employees shall be notified that their self-evaluations must be completed and turned in to the ACLC Personnel Committee Leader by March 1st.
7. Prior to the evaluation committee meeting, the ACLC Personnel Committee Leader shall make available to all members of the committee written copies of the self-evaluation for evaluation.
8. The ACLC Personnel Committee Leader shall schedule a one hour evaluation meeting with the ACLC Personnel Committee representatives, the Lead facilitator, and the AUSD Governing Board administrator and the facilitator being evaluated at least 30 days prior to the deadline for the formal written evaluation deadline.
9. The Evaluation Committee (described in #9) shall discuss the self-evaluation, examine the required portfolio, and any other information that it has to evaluate the facilitator.
10. The AUSD Governing Board representative shall then write the satisfactory evaluations of facilitators and turn them into the district personnel office by the required deadlines. (March 15th for Probationary and Temporary employees, May 1st for Tenured employees.)

Plan for Unsatisfactory Evaluations.

If the evaluation committee and AUSD Governing Board administrator cannot agree that a satisfactory evaluation can be submitted, the matter shall immediately be submitted to the ACLC Governing Board for consideration in closed session. The ACLC Governing Board shall invite an AEA representative to attend the meeting with the employee to help formulate a plan that allows the facilitator to demonstrate improvement in the deficient areas so that a satisfactory evaluation can be obtained.

ACLCL Facilitator Job Description
(Adopted by ACLCL Governing Board 6/02/04)

ACLCL Vision

- Aligns academic seminars with AUSD Vision and AUSD Graduate Profile
- Implements ACLCL Charter Vision
- Monitors Learner Progress towards achieving CA State Standards

AUSD Community

- Attends and participates in district mandated teacher functions

EHS Community

- Learns and abides by Encinal High School policies and regulations as appropriate

ACLCL Learner Community

- Facilitates academic seminars
- Implements appropriate instructional strategies
- Assign grades for academic seminars
- Evaluates and assigns academic assignments
- Develops appropriate CA Standards aligned curriculum, evaluation rubrics, and individualized learning plans for learners with special circumstances
- Provides positive seminar learning environment
- Provides floor supervision as scheduled
- Monitor learner safety
- Provides individualized support for learners and holds scheduled office hours
- Participates in LLC, IEP, SST, and informal student meetings

ACLCL Parent Community

- Support parent participation
- Answer voice mail, E-mail, and written mail in a timely manner
- Schedule and attend parent conferences when appropriate
- Keep parents informed of learner academic progress through regular progress reports

Greater Alameda Community

- Be a positive role model for Alameda youth

ACLCL Day to Day Operations

- Monitors community members' behavior for compliance with ACLCL rulebook
- Writes appropriate articles for newsletter
- Orders and maintains appropriate seminar materials
- Follows facility procedures and policies
- Maintains a professional work day
- Abides by ACLCL rules and policies
- Notifies Office Manager of personal absences
- Attends school functions as appropriate

ACLCL Staff

- Attends staff meetings
- Works and collaborates with other staff members

ACLCL Governance

- Serves on a Governance Committee
- Attends weekly CCC meeting
- Observes at least one Judicial Committee investigation per semester
- Advises Governing Board and Leadership on proposals

Creative Community Education Foundation (CCEF) 501(c)3

- Makes proposals to CCEF when appropriate

ACLCL Facilitator Self-Evaluation

Name _____

School Year _____

Date _____

Rate yourself on a 1-5 scale where 5 is the highest rating.

ACLCL Facilitator Job Description
(Adopted by ACLCL Governing Board 6/02/04)

____ **ACLCL Vision (overall)**

1 2 3 4 5 Aligns academic seminars with AUSD Vision and AUSD Graduate Profile

1 2 3 4 5 Implements ACLCL Charter Vision

1 2 3 4 5 Monitors Learner Progress towards achieving CA State Standards

Comments for this section:

Goals for this section:

____ **AUSD Community (overall)**

1 2 3 4 5 Attends and participates in district mandated teacher functions

Comments for this section:

Goals for this section:

EHS Community (overall)

1 2 3 4 5 Learns and abides by Encinal High School policies and regulations as appropriate

Comments for this section:

Goals for this section:

 ACLC Learner Community (overall)

- 1 2 3 4 5 Facilitates academic seminars
- 1 2 3 4 5 Implements appropriate instructional strategies
- 1 2 3 4 5 Assigns grades for academic seminars
- 1 2 3 4 5 Evaluates and assigns academic assignments
- 1 2 3 4 5 Develops appropriate CA Standards aligned curriculum, evaluation rubrics, and individualized learning plans for learners with special circumstances
- 1 2 3 4 5 Provides positive seminar learning environment
- 1 2 3 4 5 Provides floor supervision as scheduled
- 1 2 3 4 5 Monitors learner safety
- 1 2 3 4 5 Provides individualized support for learners and holds scheduled office hours
- 1 2 3 4 5 Participates in LLC, IEP, SST, and informal student meetings

Comments for this section:

Goals for this section:

_____ **ACLCLC Parent Community (overall)**

- 1 2 3 4 5 Supports parent participation
- 1 2 3 4 5 Answers voice mail, E-mail, and written mail in a timely manner
- 1 2 3 4 5 Schedules and attends parent conferences when appropriate
- 1 2 3 4 5 Keeps parents informed of learner academic progress through regular progress reports

Comments for this section:

Goals for this section:

_____ **Greater Alameda Community (overall)**

- 1 2 3 4 5 Be a positive role model for Alameda youth

Comments for this section:

Goals for this section:

_____ **ACLC Day to Day Operations (overall)**

- 1 2 3 4 5 Monitors community members' behavior for compliance with ACLC rulebook
- 1 2 3 4 5 Writes appropriate articles for newsletter
- 1 2 3 4 5 Orders and maintains appropriate seminar materials
- 1 2 3 4 5 Follows facility procedures and policies
- 1 2 3 4 5 Maintains a professional work day
- 1 2 3 4 5 Abides by ACLC rules and policies
- 1 2 3 4 5 Notifies Office Manager of personal absences
- 1 2 3 4 5 Attends school functions as appropriate

Comments for this section:

Goals for this section:

_____ **ACLC Staff (overall)**

- 1 2 3 4 5 Attends staff meetings
- 1 2 3 4 5 Works and collaborates with other staff members

Comments for this section:

Goals for this section:

_____ **ACLC Governance (overall)**

- 1 2 3 4 5 Serves on a Governance Committee
- 1 2 3 4 5 Attends weekly CCC meeting
- 1 2 3 4 5 Observes at least one Judicial Committee investigation per semester
- 1 2 3 4 5 Advises Governing Board and Leadership on proposals

Comments for this section:

Goals for this section:

_____ **Creative Community Education Foundation (CCEF) 501(c)3 (overall)**

- 1 2 3 4 5 Makes proposals to CCEF when appropriate

Comments for this section:

Goals for this section:

Beginning with the 2004-05 school year, all ACLC facilitators will make a sincere effort to observe (at least 15-30 minutes) as many of the following ACLC functions as possible and will document their observation for the annual self evaluation. Please use this chart to keep track of your observations.

ACLC Governing Board Meeting (date) _____ (initial) _____

CCEF Meeting (date) _____ (initial) _____

PAC Meeting (date) _____ (initial) _____

Judicial Committee Meeting (date) _____ (initial) _____

ACLC Leadership Meeting (date) _____ (initial) _____

IEP Meeting (date) _____ (initial) _____

Academic seminars (observe all facilitators and different grade levels)

Science Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Science Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Science Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Science Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Science Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Humanities Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Humanities Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Humanities Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Humanities Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Humanities Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Math Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Math Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Math Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Math Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Math Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Art Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Spanish Seminar taught by _____ Subject _____ (date) _____ (initial) _____

PE Seminar taught by _____ Subject _____ (date) _____ (initial) _____

Alameda Community Learning Center

Name of Facilitator _____

Facilitator Evaluation for School Year _____

ACLCL shall use the standard AUSD/AEA agreed upon yearly evaluation schedule.

The ACLCL Facilitator Self-Evaluation for this school year was reviewed by the ACLCL Personnel Committee (composed of ACLCL parents, the ACLCL Lead facilitator, the ACLCL Counselor who heads the ACLCL Personnel Committee and several ACLCL learners on the committee) and the AUSD Governing Board Administrator. The ACLCL Personnel Committee and the AUSD Governing Board Administrator agree that it appears to be an accurate self-evaluation and that appropriate goals were set for the next school year. The ACLCL Personnel Committee and the AUSD Governing Board Administrator believe that the following standard evaluation criteria are satisfactory:

- Progress of Learners towards established standards
- Instructional Techniques and strategies
- Adherence to curricular objectives
- Suitable learning environment
- Non-instructional duties
- Development as a Professional Educator

The ACLCL facilitator provided a portfolio of course outlines and a few samples of learner’s work to demonstrate projects or learner’s work in the various seminars the facilitator conducts that was examined by the committee and determined to be satisfactory.

Comments by AUSD Governing Board Administrator and notes on random seminar visitation to observe facilitator interacting with ACLCL learners.

Comments by Evaluatee: If additional comments are attached, check here ()

AUSD Governing Board Administrator _____ Date _____

Facilitator Signature _____ Date _____

