

**CERTIFICATION OF COMPETENCE OF ADMINISTRATORS ASSIGNED TO EVALUATE TEACHERS**

The Governing Board of the Menlo Park City School District believes that evaluation of teachers is one of the most important responsibilities carried out by the district's administrators. The Board supports the concept that administrative personnel who evaluate teachers need to have the knowledge, skills, and attitudes which are essential for competence in evaluating teachers. Competent evaluators, a fair and constructive evaluation process, and written evaluations of teachers contribute to teachers' classroom instruction, morale, and professional growth; and these, in turn, benefit the district's students and its educational program.

Every two years the Superintendent shall provide written certification to the Board that each administrator assigned to evaluate teachers has demonstrated the competence in instructional methodologies and evaluation for teachers they are assigned to evaluate. This certification shall be based on the Superintendent's observations and an evaluation conference with each administrator, the administrator's participation in staff development activities, a collegial advisory process among administrators, and other relevant information.

The Superintendent's competence to evaluate teachers shall be certified every two years, by the Board, in the same manner, and utilizing the same criteria, as the certification of other administrators.

Certification criteria shall include the following:

1. Demonstrated knowledge of:
  - a. The district's evaluation procedures;
  - b. The district standards of expected student achievement;
  - c. Individual students and group of students;
  - d. Characteristics of effective teaching;
  - e. Curriculum objectives;
  - f. Instructional strategies, methodologies, materials, and equipment;
  - g. Effective learning environment;
  - h. Good communication skills.
2. Demonstrated skills in:
  - a. Developing mutually-agreed and constructive objectives;

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- b. Communicating, including effective listening and asking relevant questions;
  - c. Assisting teachers to improve.
3. Demonstrated attitudes which:
- a. Establish feelings of trust and support, which build teachers' self-confidence;
  - b. Focus on teachers' strengths, as well as areas of improvement;
  - c. Indicate a desire to help teachers solve problems.

Evidence of the competence of administrators to evaluate teachers shall be presented to the Board as part of the certification process.

*Legal Reference:*

EDUCATION CODE

33039 *Guidelines for teacher evaluation*

44660-44665 *Evaluation and assessment of performance of certificated employees*

44681-44689 *Administrator training and evaluation*

GOVERNMENT CODE

3543.2 *Scope of representation (re evaluation procedures)*

Policy  
adopted: June 5, 1984  
revised: November 21, 1988

**MENLO PARK CITY SCHOOL DISTRICT**  
Atherton, California