

ARTICLE XX
PEER ASSISTANCE and REVIEW PROGRAM (PAR)
(Revised 2010 – 2011)

1. **Purpose**

- 1.1. The Peer Assistance and Review Program (PAR) allows exemplary teachers/unit members to assist identified permanent teachers/unit members in their professional domain. (Education Code 44500)
- 1.2. The Program's assistance shall be provided through Consulting Teachers as described in Section 3.2 of this article. Consulting Teachers shall not participate in, nor conduct, any evaluation of a certificated unit member as set forth in the evaluation article of this Agreement and Education Code 44660, et seq.
- 1.3. The Program resources shall be utilized in the following priority:
 - 1.3.1. Permanent Teachers/unit members whose overall summative evaluation does not meet standards (Appendix G)
 - 1.3.2. Beginning Teachers/unit members
 - 1.3.3. Voluntary Permanent Teachers/unit members
 - 1.3.4. General staff development.

2. **Definitions**

- 2.1. **Teacher** – All full or part-time probationary, permanent, or temporary unit members.
- 2.2. **Referred Participating Teacher** - A permanent teacher recommended by his or her evaluator to receive assistance to improve his or her subject matter, knowledge, teaching strategies, and/or teaching methods (including classroom management) as a result of an overall "Does Not Meet Standards" on his/her summative evaluation.
- 2.3. **Beginning Teacher** – Any unit member having probationary or temporary status.
- 2.4. **Voluntary Teachers** – A teacher with permanent status who has received a summative evaluation other than "Does Not Meet Standards" but who requests assistance to improve his or her professional skills. The purpose of participation in the PAR Program is for peer assistance only. The Voluntary Teacher may terminate his or her participation in the PAR Program at any time.
- 2.5. **Participating Teacher** – Any unit member participating in the PAR program as a Referred, Beginning or Voluntary Teacher.
- 2.6. **Evaluator** – The certificated administrator appointed by the District to evaluate a certificated teacher/unit member.
- 2.7. **Consulting Teacher** – A unit member who provides assistance to a Participating Teacher pursuant to the PAR Program.
- 2.8. **Joint Committee** – a panel of five members responsible for the governance of the Peer Assistance and Review Program.

3. Governance and Program Structure

3.1. Joint Committee (JC)

- 3.1.1. The Peer Assistance and Review Program will be administered by a panel consisting of five members: three teachers/unit members appointed by the Association, and two administrators appointed by the District. Qualifications for the teacher representatives shall be the same as those for Consulting Teachers/unit members as set forth in Section 3.2.2. A certificated committee member's term shall be three years. The terms of the committee members shall be staggered.
- 3.1.2. The Joint Committee shall establish its own meeting schedule. Such meetings may take place during the regular teacher workday.
- 3.1.3. The Joint Committee shall have the following responsibilities:
 - 3.1.3.1. Establish internal operating procedures and regulations necessary to carry out the requirements of the Education Code and this document, including a procedure for selecting the Joint Committee's chair.
 - a. Participate in training for the Joint Committee as needed.
 - b. Develop the annual budget for the PAR Program.
 - c. Send written notification of participation in the PAR Program to the Referred Participating Teacher, the Consulting Teacher and the site evaluator.
 - d. Develop and maintain PAR documents and reports for Consultant Teacher use.
 - e. Forward all formal PAR documents of participation to the Personnel Office at the end of the year. These records shall be filed separately from the individual personnel records except as specified in this document.
 - f. Determine the number of Consulting Teachers in any school year, based upon participation in the PAR Program, the budget available, and other relevant considerations. Compensation issues must be approved through the established contract negotiations process.
 - g. Select Consulting Teachers and provide for their training.
 - h. Review reports provided by Consulting Teachers.
 - i. Review the effectiveness of the Consulting Teacher in the role of Consulting Teacher.
 - j. The Joint Committee will make an annual report to the Governing Board and the Association regarding the impact of the PAR Program, improvements to be made in the Program and any recommendations regarding the Program.

3.2. Consulting Teacher (CT)

- 3.2.1. A Consulting Teacher is a unit member who provides assistance to a Participating Teacher pursuant to the PAR Program
- 3.2.2. Qualifications for Consulting Teacher:
 - a. Attained permanent status with at least five years of recent experience in TCUSD.
 - b. Demonstrated effective communication skills, subject matter competency, commitment to District curricular goals and standards, and mastery of professional strategies necessary to meet students' needs in different contexts;
 - c. Demonstrated effective leadership skills including the ability to work cooperatively and effectively with other teachers/unit members and administrators.
- 3.2.3. Consulting Teacher positions shall be filled in the following manner:
 - a. The District shall post the position(s). Each applicant will be required to submit an intent to apply form.
 - b. Applicants must also submit at least two letters of recommendation from individuals who have direct knowledge of the applicant's abilities for the position. A reference from a Principal or District level administrator is preferred, although not necessary. All applications and references will be treated with confidentiality and will not be disclosed except as required by law. The Joint Committee will make the selection through majority vote, which will be forwarded to the superintendent or designee.
 - c. The Committee's procedures for selecting Consulting Teachers/unit members may include classroom observations of Consulting Teacher candidates.
- 3.2.4. Consulting Teachers/unit members shall provide assistance to Participating Teachers/unit members in the areas of subject matter knowledge, professional strategies, and/or teaching methods. This assistance may include, but is not limited to, the following activities:
 - a. Meeting with the Referred Participating Teacher/unit member and the evaluator to discuss the PAR Program and to establish mutually agreed-upon performance goals based on specific areas targeted by the evaluation process;
 - b. Developing the assistance plan and a process for determining successful completion of the PAR Program;
 - c. Meeting and consulting regularly with the evaluator regarding the nature of the assistance being provided;
 - d. Observing Participating Teacher/unit member multiple times during periods of classroom instruction/professional duties;
 - e. Allowing the Participating Teacher/unit member opportunities to observe the Consulting Teacher/unit member or other selected

- teachers/unit members as needed. Allowing the Participating Teacher/unit member to attend professional training. Demonstrating good practices to the Participating Teacher/unit member;
- f. Maintaining appropriate records of each Participating Teacher/unit member's activities and progress.

- 3.2.5. A Consulting Teacher/unit member may not be appointed to an administrative position in the District while serving as a Consulting Teacher, or for one (1) full year after serving as a Consulting Teacher.

4. **Program Outline**

4.1. For Referred Participating Teachers/unit members:

- 4.1.1. Any permanent unit member with an "Overall Does Not Meet Standards" on the six teaching standards (CSTP) of the final summative evaluation must participate in the Program.
- 4.1.2. The Consulting Teacher's assistance shall focus on the specific areas recommended for improvement by the Participating Teacher/unit member's evaluator.
- 4.1.3. These recommendations shall be written, aligned with student learning, clearly stated, and consistent with Education Code Section 44662. These recommendations shall be considered as the performance goals required by Education Code Sections 44664(a) and 44500(b)(2).
- 4.1.4. The Evaluator, the Consulting Teacher and the Referred Participating Teacher/unit member shall meet and discuss the recommended areas of improvement outlined by the Evaluator and the types of assistance that should be provided by the Consulting Teacher.
- 4.1.5. The Consulting Teacher and the Evaluator are expected to establish a cooperative relationship and shall coordinate the assistance provided to the Referred Participating Teacher/unit member.
- 4.1.6. The Consulting Teacher and the Referred Teacher/unit member shall meet to discuss the plan for assistance. After that meeting, the Consulting Teacher will provide the assistance set forth in Section 3.2.4, which must include observations of the Referred Participating Teacher/unit member as needed.
- 4.1.7. Before April 1 of each year, the Consulting Teacher shall complete a written report evaluating the unit member's progress on the performance goals as outline in Section 4.1.3. and also contain the following information
 - 4.1.7.1. a description of the assistance provided to the Participating Teacher unit member and
 - 4.1.7.2. evidence of application in the targeted goal areas. This report shall be submitted to the Joint Committee and also to the Participating Teacher/unit member and the evaluator. The Referred Participating Teacher/unit member shall have the right to submit a written

response within twenty (20) days and have it attached to the final report. The Referred Participating Teacher/unit member shall also have the right to request a meeting with the Joint Committee and to be represented at this meeting by the Association representative of his or her choice.

- 4.1.8. The Consulting Teacher's written report shall be made available as part of the Participating unit member's annual evaluation. The evaluator shall have the discretion as to whether, and how to use the results in the annual evaluation. The Participating Teacher/unit member may request placement of the Consulting Teacher's report in his/her personnel file.
- 4.1.9. After receiving the report, the Joint Committee shall determine whether the Participating Teacher /unit member will benefit from continued participation in the Program. The Consulting Teacher shall continue to provide assistance to the Referred Participating unit member until the Joint Committee determines the teacher no longer benefits from participation in the Program, or the teacher receives an overall "Meet Standards" on the summative evaluation, or the teacher is separated from the District. The District has the sole authority to determine whether the Participating Teacher has been able to demonstrate satisfactory improvement.

4.2. Induction Candidates (Beginning Teachers/unit members) Induction Candidates (Beginning Teachers/unit members) will be assigned Mentors (Consulting Teachers) as outlined in a CTC accredited induction program.

4.3. Voluntary Participating Teacher/unit members (permanent)

- 4.3.1. Voluntary Participating teacher/unit members are individuals who wish to grow and learn with the assistance from a peer, or who may be seeking assistance due to a change in assignment or the institution of new curriculum. The Program for Voluntary Participating teacher/unit members will focus on practical application of professional skills or the acquisition of new subject matter.
- 4.3.2. The Voluntary Participating unit member will submit to the Joint Committee a written request to participate in the program. The request will outline the needs he/she would like to address.
- 4.3.3. All reports and recommendations will become the property of the Voluntary Participating Teacher/unit member.
- 4.3.4. The Voluntary Participating Teacher/unit member may terminate his or her participation in the PAR Program at any time.

5. **Other Provisions**

5.1. Functions performed by unit members under this document shall not constitute either management or supervisory functions as defined by Government Code Section 3540.1(g) and (m).

5.1.1. All documents and information relating to the participation in this Program will be regarded as a personnel matter and subject to the personnel record exemption of the California Public Records Act (Government Code Section 6250, et seq.). The annual evaluation of the Program's impact, excluding any information on identifiable individuals, shall be subject to disclosure under the Public Records Act.

5.1.2. All parts of the selection process of Consulting unit members will be treated as confidential and will not be disclosed except as required by law.

5.1.3. All the documents for the PAR Program will be filed separately from the individual personnel records, except as set forth in 4.1.8 above.