

ADMINISTRATIVE CIRCULAR NO. 102
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: April 19, 2005

To: Principals and Site Administrators (excepting charter schools),
Instructional Leaders

Subject: PEER ASSISTANCE AND REVIEW (PAR) PROGRAM

**Department and/or
Persons Concerned:** K-12 Teachers (excepting charter schools)

Due Date: Traditional Sites - May 6, 2005
Year Round Sites – May 27, 2005

Reference: SDEA Collective Negotiations Contract, Article 18

Action Requested: Complete and return by the due date

Attachments: Participating Teacher Information Sheet

Brief Explanation:

The district and the San Diego Education Association (SDEA) jointly implement the Peer Review and Enrichment Program (PREP). PREP includes a mandatory Peer Assistance and Review (PAR) component for permanent K-12 classroom teachers who receive overall evaluations of “Unsatisfactory” based on the ratings of the first four elements in any combination, or “Unsatisfactory” in one of the four, and overall evaluations of “Less than Effective.” Teachers who receive evaluations of “Requires Improvement” do not qualify for PAR. However, PAR may provide them assistance on a space-available basis.

Principals must notify the PAR Program of all teachers that will qualify for services in 2005-2006 for the district to meet its contractual obligation. After finalizing 2004-2005 teacher evaluations:

1. Complete the attached Participating Teacher Information Sheet for each teacher at your site who receives an evaluation of “Unsatisfactory” or “Requires Improvement.” If no teachers are in this category, check the box at the top of the form.
2. Return all forms via school mail in a sealed envelope marked “Confidential” to Bonnie Schindler, IMC, Building A by the dates indicated below. Do not send this information via e-mail or fax.

The due dates for this information are as follows:

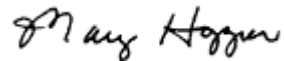
Traditional Sites:	5:00 p.m., May 6, 2005
Year Round Sites:	5:00 p.m., May 27, 2005

PAR Consulting Teachers will contact principals soon after the due dates about supporting teacher(s) who qualify for the program. Assistance will begin in Summer 2005.

If you have questions about PAR, contact bschindler@sandi.net.

Bonnie J. Schindler
Program Manager
Peer Assistance and Review Program

APPROVED:



Mary Hopper
Chief Administrative Officer

BS:sl:ms

Attachment

Distribution: Lists B, D, E, and F

San Diego City Schools
Teacher Preparation and Student Support Division
Peer Assistance and Review (PAR) Program

**2005-2006 Peer Assistance and Review (PAR) Program
Participating Teacher Information Sheet**

No teachers at my site currently qualify for Peer Assistance and Review (PAR) support in 2005-2006. Site: _____

OR

The teacher below received "Unsatisfactory" and/or "Requires Improvement" on his/her final 2004-2005 evaluation. (Complete a form for each qualifying teacher.)

Teacher's Name: _____

(last)

(first)

School Site: _____ Grade/Subject: _____

Evaluation Element	Unsatisfactory	Requires Improvement
Progress of students towards established standards		
Instructional techniques and strategies		
Adherence to curricular objectives		
Establishment and maintenance of suitable learning environment		
Performance of non-instructional duties and responsibilities		
Achievement of stated objectives		
Overall Evaluation		

Submitted by (please print): _____

Signature: _____

Title: _____

**MAIL completed forms to Bonnie Schindler, PAR
Program Manager, IMC, Bldg. A, by:**

**Traditional Sites – No later than May 6, 2005
Year-Round Sites – No later than May 27, 2005**

Do NOT send via e-mail or fax