

ADDENDUM J-WE

MADERA UNIFIED SCHOOL DISTRICT TSA-Work Experience Evaluation Document

Name _____ School Site _____

Evaluating Supervisor _____ School Year _____

Employee Status: ___ Temporary ___ Probationary 1 ___ Probationary 2 ___ Permanent Other _____

PERFORMANCE STANDARD RATINGS

S= Satisfactory, meets standard

N= Needs Improvement

U= Unsatisfactory practice that does not meet standard expectation

*All “Needs Improvement “and “Unsatisfactory” ratings MUST include evidence as well as recommendations

A. Work Experience Education Program (WEE) Requirements	S	N	U	<i>Comments/Evidence/Recommendations</i>
Be knowledgeable of and comply with appropriate sections of the California Education Code; the California Code of Regulations, state and federal labor laws, and other related California Education Codes and documents	_____	_____	_____	
Approve students for enrollment in the WEE program, in cooperation with site administrators and site counselors.	_____	_____	_____	
Process and verify work permits for students enrolled in WEE and assume responsibility for revoking work permits when students and/or employers fail to comply with work permit laws.	_____	_____	_____	
Set definite office hours at each school site to meet with WEE program students.	_____	_____	_____	

A. Work Experience Education Program Requirements <i>-continued-</i>	S	N	U	<i>Comments/Evidence/Recommendations</i>
<p>Maintain a file/database for each WEE student, including the students training agreement, individual training plan, copy of work permit, timesheets, work site visitation reports, type of WEE program student(s) are enrolled in and any other pertinent information.</p> <p>Process and verify employability cards</p>	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>	
B. Workplace Learning and Connecting Activities	S	N	U	<i>Comments/Evidence/Recommendations</i>
<p>Coordinate and organize OEII/Mock Interview for Madera High School, Madera South High School, Mt. Vista Continuation High School, and Ripperdan Community Day School.</p> <p>Visit each student work site twice each semester to monitor student progress at the worksite.</p> <p>Organize field trips, industry tours, guest speakers, and job shadowing opportunities.</p> <p>Meet weekly with all students in the WEE program to ensure and review student logs and provide related classroom instruction.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
C. Work Experience Placement and Employer Relations	S	N	U	<i>Comments/Evidence/Recommendations</i>
<p>Develop written agreements, which identify the responsibilities of the students, employers, parents or guardians (for minors only), and the secondary school/district.</p> <p>Contact businesses or potential employers to promote, maintain, and increase the number of employment opportunities available in the Work Experience Education program</p> <p>Match student's needs, skills, and interests with available job placement opportunities.</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>	

<p>C. Work Experience Placement and Employer Relations <i>-continued-</i></p> <p>Identify, select, and approve job sites that will enable students to accomplish meaningful learning objectives.</p> <p>Meet regularly with job site supervisors to ensure successful work experience placements.</p>	S	N	U	<p><i>Comments/Evidence/Recommendations</i></p>
<p>D. Community Relations</p> <p>Represent the district at business and education meetings throughout the school year (Inter-agency committees, community groups, service organizations) for the purpose of conveying and/or gathering relevant information regarding the local workforce.</p>	S	N	U	<p><i>Comments/Evidence/Recommendations</i></p>

<p>Evaluator's Summary Comments</p>
<p>Commendations</p>

Work Experience Education Teacher on Special Assignment who receives 3 or more "Unsatisfactory" ratings will be subject to placement to a classroom in accordance with the Collective Bargaining Agreement's Transfer and Reassignment procedures.

Future Status:

Temporary and Probationary Teachers: _____ Recommended for rehire _____ Not recommended for rehire

Permanent Teachers: _____ Recommended continuing as a Work Experience Education TSA

_____ Recommended to placement in a K-6 classroom

Employee's Comments (*Employee may also attach comments to this evaluation.*)

_____ Check here if additional statement is attached by employee

I have read and received a copy of this evaluation. I have had an opportunity to discuss these ratings of this evaluation with my evaluator. My signature does not constitute endorsement of this document.

Employee's Signature

Date

Employee's Signature

Date