

Los Banos Unified School District

Stull Bill

Initial Conference

The purpose of the initial conference is to (1) review the job description(s), (2) identify goals and performance objectives, (3) identify the meaning of evaluating performance. District uniform evaluation guidelines require that this conference be completed by the 7<sup>th</sup> or 8<sup>th</sup> week of the beginning of the school year. Progress of the conference will be outlined on this form.

Employee Name	<input type="text"/>	Job Description Title	<input type="text"/>
School	<input type="text"/>	Date	<input type="text"/>
<input type="checkbox"/> Permanent	<input type="checkbox"/> Probationary 0	<input type="checkbox"/> Probationary 1	<input type="checkbox"/> Probationary 2

- I. Job Description(s) reviewed and, if necessary, clarified
- II. Performance objectives, standards of expected student performance and measurement techniques identified (CSTP 5 Goals).
- III. Management objectives, including classroom rules and procedures, in addition to daily schedule (K-6) OR course syllabus (7-12).
- IV. Professional growth objectives (CSTP 6 Goals).
- V. Evaluation procedures identified:
  - Classroom observation
    - Teacher-requested for specific purposes
    - Evaluator-requested for specific purposes
    - Unannounced observation
    - Other as mutually agreed upon:

\_\_\_\_\_  
Evaluattee Signature

\_\_\_\_\_  
Evaluator Signature