



Educational Administrator
Manager
Classified
Supervisor

SUMMARY OF MANAGEMENT EMPLOYEE EVALUATION

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Name of Employee

Date

Position Title

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Evaluation Components (attach):

EVALUATION COMPONENTS	EVALUATION PERIOD
Self-Evaluation	First Year
Goals and Goals Assessment	Second Year
Co-worker Assessment	_____
Supervisor's Evaluation of Performance	

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Salary Schedule Step Increase Recommended (provided employee is not already at the last step of the salary schedule)

Signature of Immediate Supervisor

Date

Signature of Vice President

Date

=====

Signature of Superintendent/President

Date

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I, the undersigned, hereby certify that I am the person who has signed this report and that I can respond in writing to any derogatory material in this report and that my response will be attached to this report.

Employee's Signature

Date

- 5. Leadership (including, but not limited to: clarity of direction, utilizes available data and resources in decision making, implements and manages change, gives and earns respect, delegates effectively, works effectively within the participatory governance process, community and public service involvement)

Strengths and Accomplishments/Specific Growth Desired:

- 6. Goals - Assessment of Progress (complete section "Employee's Assessment of Goal Achievement" on forms completed last year)

- 7. Co-worker assessment (provide an analysis of the results from the co-worker assessment instrument)
Commendations/Recommendations:

Evaluator's Comments:

Employee's Signature

Evaluator's Signature

Date

Date

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Employee _____ Position Title _____

Goal Period: From _____ to _____ Department _____

Evaluator's Assessment of Goal Achievement :

Employee's Assessment of Goal Achievement :

Employee's Signature

Evaluator's Signature

Date

Date



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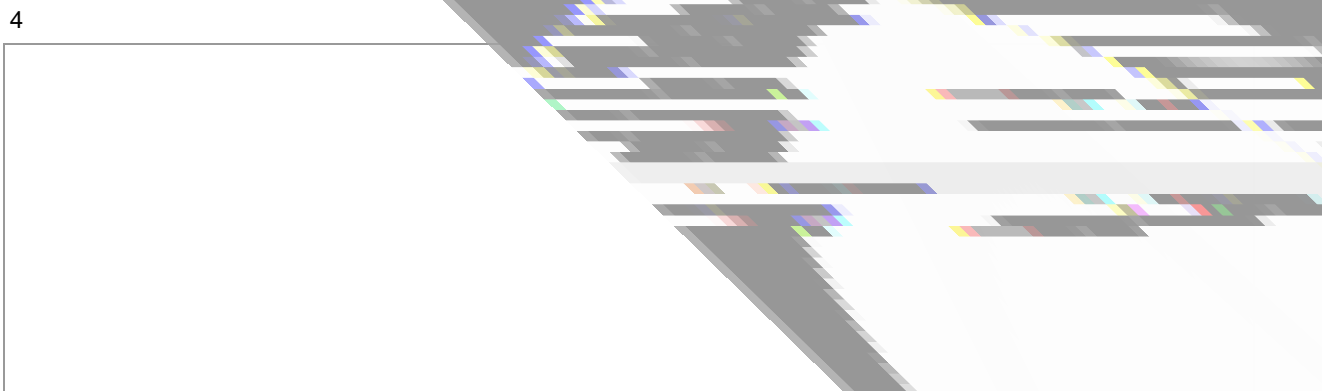
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Employee _____ Position Title _____

Rating Period: From _____ to _____ Length of Time in Position _____

Evaluator _____ Position Title _____

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1. Overall Job Performance (including, but not limited to: knowledge, planning and organization, thoroughness, decision-making, problem solving, creativity, initiative, utilization of fiscal and personnel resources) Note: If the manager has direct responsibility for student learning, include consideration of how the manager uses the results of the assessment of learning outcomes to improve teaching and learning.
Commendations/Recommendations:

2. Working Relationships / Human Relations (including, but not limited to: staff relationships, professional response to clients, promoting interdepartmental cooperation, open and honest communication, maintaining a positive climate and reputation, community/client relationships, appreciation for a diverse and talented workforce, interest in people, sensitive to needs of others, accessible to others)
Commendations/Recommendations:

3. Communications (including, but not limited to: clear verbal and written communicator, timely with communications, good listener, consistent follow-up)
Commendations/Recommendations:

4. Personal Characteristics (including, but not limited to: attitude, commitment, perseverance, integrity, punctuality, professional and personal appearance)
Commendations/Recommendations:

5. Leadership (including, but not limited to: clarity of direction, utilizes available data and resources in decision making, implements and manages change, gives and earns respect, delegates effectively, works effectively within the shared governance process, community and public service involvement)
Commendations/Recommendations:

6. Goals - Assessment of Progress (complete section "Evaluator's Assessment of Goal Achievement" on forms completed last year)

7. Co-worker assessments
Commendations/Recommendations:

Employee's Comments:

Employee's Signature

Evaluator's Signature

Date

Date



ADMINISTRATOR PERFORMANCE APPRAISAL 6 MONTH

Employee Name:		Position:	
District Hire Date:		Date in Position:	
Immediate Supervisor:		Position:	

The rating categories are :

1. Performance deficient and requires immediate improvement
2. Improvement needed for performance to meet expected standards
3. Performance meets requirements set forth in job description (expected standards)
4. Performance exceeds expected standards

1	2	3	4	PERFORMANCE FACTORS	FOR RATINGS OF 1 OR 2, LIST IMPROVEMENTS TO BE DEMONSTRATED BY ANNUAL COMPREHENSIVE EVALUATION. Attach additional sheets if necessary.
				<p>1. QUALITY OF WORK : Consider extent to which completed work is accurate, well organized, thorough, effective.</p>	
				<p>2. QUANTITY OF WORK : Consider the amount and timeliness of acceptable work produced.</p>	

			<p>3. WORKING RELATIONSHIPS: Consider extent to which the employee recognizes the needs and desires of other people, treats others with respect and courtesy.</p> <ul style="list-style-type: none">a. studentsb. co-workersc. the publicd. supervisors	
			<p>4. WORKING ATTITUDES: Consider extent to which the employee learns and applies new ideas and technology, demonstrates interest and initiative and accepts job responsibilities.</p>	
			<p>5. ORGANIZATIONAL AND TEAM RELATIONSHIPS: Consider extent to which employee:</p> <ul style="list-style-type: none">a. accepts constructive criticism and feedback;b. keeps supervisor and co-workers advised of problems, ideas or decisions;c. provides information and assistance to others.	

6. WORK HABITS :

Consider how the employee:

- a. effectively organizes work.
- b. uses good judgment in analyzing work situations.
- c. follows policies and procedures.
- d. uses safe work procedures.
- e. uses and cares for equipment and materials.
- f. dresses appropriately for position, maintains neat and clean appearance.