

**Classified and Certificated
Management Evaluation Form**

Name _____ Review Period From _____ to _____

SSN XXX-XX- _____ Position Title _____ Department _____

Purpose	Rating Key
<p>The evaluation procedure is a cooperative process designed to:</p> <ol style="list-style-type: none"> Promote the achievement of goals and objectives of the County Office and its programs; Provide a process of two-way communication to evaluate job performance; Clarify abilities and specific indicators most critical to job performance; Offer suggestions and direction regarding desired performance and improvement; Increase the employee's understanding of performance from the supervisor's viewpoint; and Provide a formal method of recognizing staff achievement and growth. 	<p>M = Meets Standards - Successfully achieves standards.</p> <p>W = Work Progressing - Identified for continued growth.</p> <p>F = Fails to Meet Standards - Does not meet</p> <p>NA = Not Observed - Not Applicable</p>

SERVICE	Rating			
Responds promptly to internal/external clients; provides direction, assistance, training and support.	M	W	F	N A
Accepts responsibility for resolving problems and promptly implements strategies.				
Collects pertinent data to assist with service delivery.				
Develops procedures resulting in continuous improvement.				
Evaluates service(s) from the client's point of view; invites suggestions for improvement.				
Treats internal/external clients with courtesy and respect.				

COMMUNICATION	Rating			
Provides ideas, concepts and information clearly and concisely in both oral and written forms.	M	W	F	N A
Keeps supervisor/superintendent apprised of potential problems and situations.				
Demonstrates skill in working with group process.				
Intercedes in disputes or disagreements to reconcile them.				
Is readily accessible and receptive to staff and clients.				
Provides clear and accurate information.				
Represents Tulare COE effectively in responding to questions, inquiries and complaints.				
Solicits input from those affected by decisions as appropriate.				
Writes accurate and complete reports.				

FISCAL MANAGEMENT	Rating			
Develops and administers program budget(s); anticipates and manages revenue and expenditure needs and changes.	M	W	F	N A
Considers financial impact of decisions.				
Maintains accurate financial records.				
Demonstrates appropriate knowledge of the federal, state and Tulare COE budgeting requirements and procedures.				
Implements sound budgetary procedures.				

LEADERSHIP & ADMINISTRATION	Rating			
Develops, articulates and implements a vision for improving educational programs that is shared and supported by the educational community.	M	W	F	N A
Articulates department mission and goals, translating them into programs and monitoring their implementation.				
Works collaboratively with districts and other agencies.				
Assumes responsibility for administration of contracts, negotiated agreements.				
Facilitates programs and facilities and advises supervisor of plans to develop/implement desired improvements.				
Delegates responsibility, monitors and provides support.				
Is a visible leader, maintaining frequent contact with staff and other agency personnel.				
Conducts operations that provide effective employee relations and contributes to individual/group motivation and morale.				

Coordinates work of administrative staff, provides counsel and motivation and fosters a spirit of cooperation.				
Provides effective orientation and support to staff throughout the year.				

RELATIONSHIPS Establishes and maintains collaborative working relationships with individuals, groups, and agencies.	RATING			
	M	W	F	N A
Exhibits cultural awareness and sensitivity to diverse groups.				
Responds professionally to suggestions, instructions, and improvement strategies.				
Uses discretion and consideration in speaking of Tulare COE and other agencies, staff and colleagues.				
Manages conflict effectively; helps others arrive at mutually acceptable solutions.				
Takes calculated risks based on sound decision making.				
Builds relationships with community agencies and leaders, and/or promotes community involvement.				

JUDGMENT Analyzes data and situation(s); makes recommendations and solves problems efficiently and effectively.	Ratings			
	M	W	F	N A
Accepts responsibility for outcomes of personnel actions and decisions.				
Assumes leadership in solving problems.				
Considers legal aspects and Tulare COE policies and procedures when making decisions.				
Identifies recurring problems which may need a policy or procedure established as a solution.				
Informs those affected by decisions and changes in procedures.				

WORK ENVIRONMENT Ensures proper on-going maintenance and operation of facility; provides a safe and healthful environment.	RATINGS			
	M	W	F	NA
Implements a schedule for visitations to assigned classes and program(s).				
Knows and implements Tulare COE policies and procedures regarding health and safety.				
Plans for upgrading resources, facilities, equipment and supplies.				
Provides on-going training of staff on safe and healthful work habits.				
Responds to concerns of staff and others in regard to health and safety issues; takes corrective action as appropriate.				

PERSONNEL Applies Tulare COE personnel policies; motivates, challenges and guides others in the improvement of educational programs.	RATINGS			
	M	W	F	N A
Develops and contributes handbooks, manuals and other informative material related to personnel management; oversees implementation.				
Follows guidelines and contractual agreements for hiring, transferring and retaining staff.				
Oversees and coordinates staff development and training program(s).				
Recognizes staff members for significant achievement and contribution.				

PERFORMANCE APPRAISAL Evaluates staff performance toward program objectives; observes and documents performance, designs data-based improvement process.	RATINGS			
	M	W	F	NA
Establishes and communicates clear performance expectations.				
Oversees all procedural and contractual obligations with regard to staff appraisal.				
Works cooperatively with administrators to develop goals.				

PROFESSIONAL GROWTH Maintains and improves professional skills and knowledge; receptive to change.	RATINGS			
	M	W	F	N A
Assesses own abilities, monitors own performance to determine personal in-service needs.				
Demonstrates commitment to the continuing professional development of self and others.				
Keeps informed of current thought and practices by advanced study, visiting other programs and attending conferences.				
Knows and understands current legislation that impacts area of responsibility.				
Participates in professional job-related organizations and groups.				

Overall Comments:
Commendations:
Recommendations:

Employee Signature _____ Date _____

Evaluator Signature _____ Date _____

SIGNATURE DOES NOT INDICATE AGREEMENT. A WRITTEN RESPONSE MAY BE ATTACHED WITHIN 10 DAYS.

Please forward the original form to Human Resources and make copies for the employee and the site supervisor.

July 2006