

## SJCOE Certificated/Site Based Management Evaluation Form

<b>Name:</b>	<b>Title:</b>
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**Department:**

**Annual**
                 
  **Special Evaluation**
                 
  **Other:**

**Instructions:** *Using the ratings below, please check the appropriate box that describes the Management Employee's performance per the California Professional Standards for Education Leaders (CPSEL) and how they uphold SJCOE's Mission to Educate, Innovate and Inspire. Employees may identify their goals prior to the evaluation meeting and/or during the evaluation with their supervisor.*

**Please complete the prompts below by identifying a minimum of one goal per category for the remainder of the school year:**

I will achieve my goal(s) to **EDUCATE** myself and/or others by:

I will achieve my goal(s) to **INNOVATE** by:

I will achieve my goal(s) to **INSPIRE** others by:

**Ratings:** 4 (Exceeds Standard)   3 (Meets Standard)   2 (Progressing Towards Standard)   1 (Does Not Meet Standard)

<b>Standard 1: Development and Implementation of a Shared Vision</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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<b>1A. Student-Centered Vision</b> Leaders shape a collective vision that uses multiple measures of data and focuses on equitable access, opportunities, and outcomes for all students.					
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<b>1B. Developing Shared Vision</b> Leaders engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders.					
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<b>1C. Vision Planning and Implementation</b> Leaders guide and monitor decisions, actions, and outcomes using the shared vision and goals.					
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<b>Evaluator Feedback or Suggestions for Growth</b> <i>(Type comments in the box below.)</i>	<b>Average:</b>
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<b>Standard 2: Instructional Leadership</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
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<b>2A. Professional Learning Culture</b> Leaders promote a culture in which staff engage in individual and collective professional learning that results in their continuous improvement and high performance.					
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<b>2B. Curriculum and Instruction</b> Leaders guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.					
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<b>2C. Assessment and Accountability</b> Leaders develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes and student learning.					
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<b>Evaluator Feedback or Suggestions for Growth</b> <i>(Type comments in the box below.)</i>	<b>Average:</b>
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<b>Standard 3: Management and Learning Environment</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>3A. Operations and Facilities</b> Leaders provide and oversee a functional, safe, and clean learning environment.					
<b>3B. Plans and Procedures</b> Leaders establish structures and employ policies and processes that support students to graduate ready for college and career.					
<b>3C. Climate</b> Leaders facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner.					
<b>3D. Fiscal and Human Resources</b> Leaders align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.					
<b>Evaluator Feedback or Suggestions for Growth (Type comments in the box below.)</b>					<b>Average:</b>
<b>Standard 4: Family and Community Engagement</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>4A. Parent and Family Engagement</b> Leaders meaningfully involve all parents and families, including underrepresented communities, in student learning and support programs.					
<b>4B. Community Partnerships</b> Leaders establish community partnerships that promote and support students to meet performance and content expectations and graduate ready for college and career.					
<b>4C. Community Resources and Services</b> Leaders leverage and integrate community resources and services to meet the varied needs of all students.					
<b>Evaluator Feedback or Suggestions for Growth (Type comments in the box below.)</b>					<b>Average:</b>
<b>Standard 5: Ethics and Integrity</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>5A. Reflective Practice</b> Leaders act upon a personal code of ethics that requires continuous reflection and learning.					
<b>5B. Ethical Decision-Making</b> Leaders guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.					
<b>5C. Ethical Action</b> Leaders recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication, necessary to consistently make fair and equitable decisions on behalf of all students.					
<b>Evaluator Feedback or Suggestions for Growth (Type comments in the box below.)</b>					<b>Average:</b>
<b>Standard 6: External Context and Policy</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>6A. Understanding and Communicating Policy</b> Leaders actively structure and participate in opportunities that develop greater public understanding of the education policy environment.					
<b>6B. Professional Influence</b> Leaders use their understanding of social, cultural, economic, legal, and political contexts to shape policies that lead to all students graduating ready for college and career.					
<b>6C. Policy Engagement</b> Leaders engage with policymakers and stakeholders to collaborate on education policies focused on improving education for all students.					
<b>Evaluator Feedback or Suggestions for Growth (Type comments in the box below.)</b>					<b>Average:</b>

<b>SUMMARY EVALUATION:</b>	
Area(s) of strength in job performance during this evaluation cycle.	
Area(s) in need of improvement, including specific suggestions for the coming year.	
	<b>EVALUATION RATING (overall average):</b>
Next Evaluation Due By:	<input type="checkbox"/> 4-Exceeds Standard <input type="checkbox"/> 2-Progressing Towards Standard <input type="checkbox"/> 3-Meets Standard <input type="checkbox"/> 1-Does Not Meet Standard
Employee Comments:	

In signing this Management Evaluation, the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily indicate agreement with the conclusions of their evaluator. The employee has the right to make comments regarding this evaluation. These comments must be submitted in writing within 10 working days to the Human Resources office. Both the evaluation and comments will be filed in the employee's personnel file.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_