

SJCOE Classified/Non-Site Based Certificated Management Evaluation Form

Name: _____ **Title:** _____

Department: _____

Probationary: Circle One - 2nd Month/4th Month/6th Month/Other **Annual** **Special Evaluation**

Instructions: Using the ratings below, check the appropriate box that describes the Management Employee's performance and how they uphold SJCOE's Mission to Educate, Innovate and Inspire. Please use comments to provide the employee a better understanding of their job performance. **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)

Section 1 – Culture and Relationships	4	3	2	1	N/A
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1a. Organizational Culture – Maintains a safe, collaborative, and supportive culture. Encourages and facilitates open communication, sharing of ideas, and treats others with respect.					
1b. Communication – Proactively communicates department's vision and goals, in conjunction with the successes and challenges for all stakeholders.					
1c. Advocacy – Advocates for education.					
1d. Vision – Ensures that department(s), program(s) and/or school(s) are guided by SJCOE's mission as well as the department's vision with and for all stakeholders.					
1e. High Expectations – Sets, models and monitors high expectations for self and others. Portrays a professional image in dress, grooming, conversation, and norms.					
1f. Recognition and Responsiveness – Regularly provides feedback to staff (as applicable), shares information with staff and colleagues, and responds to timely to all stakeholders (such as but not limited to staff, students, families, customers, vendors, and community).					

Evaluator Feedback or Suggestions for Growth <i>(Type comments in the box below.)</i>	Average:
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Section 2 - Collaborative Leadership	4	3	2	1	N/A
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2a. Shared Leadership – Empowers shared leadership that takes advantage of individual expertise, strengths, and talents. Listens and fosters professional growth. Identifies and recognizes employees' contributions.					
2b. Time Management – Prioritizes use of time and delegates responsibilities to balance administrative, educational, and community leadership priorities. Conducts and/or participates in meetings in an effective manner.					
2c. Transparency – Regularly seeks input and considers alternative perspectives when making decisions.					
2d. Models Leadership – Models expected behavior and is seen and respected as a leader. Endeavors to continuously improve leadership skills through professional development, self – reflection, and input from others.					
2e. Innovation and Continuous Improvement – Seeks and implements innovative and effective solutions that comply with related laws and/or policies and procedures. Embodies continuous improvement.					
2f. Builds Relationships – Maintains an approachable demeanor, is cooperative, networks and communicates effectively. Maintains high visibility throughout SJCOE and the department.					

Evaluator Feedback or Suggestions for Growth <i>(Type comments in the box below.)</i>	Average:
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Section 3 – Resource and Work Site Management		4	3	2	1	N/A
3a.	Resourceful - Effectively manages resources; includes but is not limited to budget, personnel, and grounds for the school site or department.					
3b.	Compliant – Adheres to established business procedures and processes.					
3c.	Manages Facilities - Maintains a presentable, safe, and organized work site and/or office and addresses facility needs in a timely manner.					
3d.	Financially Sound - Utilizes fiscal resources effectively to meet goals and priorities of the department, program, or school.					
3e.	Responsible – Accepts responsibility willingly. Plans and organizes for future years.					
Evaluator Feedback or Suggestions for Growth <i>(Type comments in the box below.)</i>						Average:
Section 4 – Assessment and Accountability		4	3	2	1	N/A
4a.	Data Driven - Utilizes data to monitor, evaluate, and improve programs.					
4b.	Supportive - Supports alignment of efforts with SJCOE and the department’s organizational goals.					
4c.	Customer Service Oriented - Evaluates programs/services for effectiveness. Actively seeks and utilizes input from stakeholders.					
4d.	Recruitment and Retention – Recruits and sustains high-quality staff.					
4e.	Evaluation – Uses evaluation and informal feedback to help staff improve practices.					
4f.	Supervisory Accountability – Share’s information effectively with staff and builds capacity in others for success in their roles as well as long term professional growth.					
Evaluator Feedback or Suggestions for Growth <i>(Type comments in the box below.)</i>						Average:

SUMMARY EVALUATION:	
Area(s) of strength in job performance during this evaluation cycle:	
Other area(s) in need of improvement, including specific suggestions for the coming year:	
OVERALL EVALUATION	Overall Average:
Ratings: 4 (Exceeds Standard) 3 (Meets Standard) 2 (Progressing Towards Standard) 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: _____