

**MODESTO CITY SCHOOLS
CLASSIFIED MANAGERS
AND CONFIDENTIAL EMPLOYEES
EVALUATION SUMMARY
20__ - 20__**

EVALUATEE: _____ SS#: xxx-xx-

POSITION: _____ SITE: _____

A. <u>Current Year Goals:</u>	Met	Not Met
1.		
2.		
3.		
4.		

B. Leadership/Management Assessment:

A = Above Standard G = Good S = Standard B = Below Standard

1. Leadership (Circle one)	A	G	S	B
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A manager must provide competent and effective leadership by showing positive behavior, providing guidance where necessary, and making appropriate decisions.

- Is the manager a leader?
- Does the manager establish goals and objectives that are consistent with those of the District?
- Does the manager demonstrate the ability to initiate and help bring about appropriate change?
- Does the manager exemplify and promote the district's high level of standards for service?
- Does the manager demonstrate appropriate planning skills?

2. Communication (Circle one)	A	G	S	B
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A manager must effectively communicate all types of information—from basic to complex—to different audiences with different levels of understanding.

- Does the manager use oral and written communication skills effectively? (Easily understood)
- Does the manager demonstrate logical thinking when communicating?
- Does the manager use appropriate judgment when communicating?
- Does the manager use appropriate presentation skills when conveying information to different audiences?
- Does the manager understand that effective communication is both an interaction and a collaboration with other human beings that involves both verbal and non-verbal parts?

EVALUATEE: _____

SCHOOL YEAR: _____

B. Leadership/Management Assessment (continued):

3.	Technical/Professional Skills (Circle one)	A	G	S	B
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It is expected that a manager will have the skills and knowledge necessary to perform the job.

- Is the manager proficient in their area of responsibility?
- Does the manager demonstrate sound work judgments?
- Does the manager perform effective actions to achieve a defined organizational goal or outcome?
- Does the manager consistently understand, promote, and enforce District policies and procedures?
- Does the manager practice continuous learning in the job?

4.	Personnel Management (Circle one)	A	G	S	B
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A manager must effectively foster team building and encourage professional growth.

- Is the manager fair and impartial?
- Is the manager courageous when dealing with potentially volatile issues?
- Does the manager follow up with staff effectively and thoroughly?
- Does the manager accurately measure results and progress with his/her subordinates?
- Does the manager understand how to effectively use progressive discipline and employee evaluations?
- Does the manager inform supervisor of personnel issues as appropriate?

5.	Fiscal Management (Circle one)	A	G	S	B
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A manager must use all available resources in an effective, efficient, and prudent manner to ensure District goals and objectives are being met (or exceeded).

- Does the manager use creative solutions to maximize the use of District resources?
- Does the manager consistently stay within his/her allotted budget?
- Does the manager seek out, recommend and/or implement ways to ensure the district maintains a sound fiscal position?
- Does the manager demonstrate excellent judgment in establishing budget priorities?
- Does the manager model and enforce policies that avoid wasteful and/or unnecessary use of district resources?
- Does the manager prepare and submit fiscal reports and documentation to supervisor or appropriate department in a timely manner?

EVALUATEE: _____

SCHOOL YEAR: _____

B. Leadership/Management Assessment (continued):

6.	Personal Characteristics (Circle one)	A	G	S	B
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A manager must demonstrate personal characteristics that exemplify a leader.

- Is the manager a problem solver?
- Does the manager act in a positive way with the students, staff, and the public?
- Does the manager consistently make sound decisions even when under unusual pressure? (Level-Headed)
- Is the manager open-minded?
- Does the manager demonstrate professional behavior that his/her subordinates can model and follow?

C. Overall Performance Rating – A & B (Circle One)

A	G	S	B
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D. Narrative Summary:

- **Comments:**
- **Commendations:**
- **Area(s) in Need of Improvement (B1-B6):**
- **Suggested Means of Improvement:**

Employee (Evaluatee)_____
(Date)_____
Immediate Supervisor (Evaluator)_____
(Date)

Distribution: Original – Human Resources
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