



# Perris Union High School District Classified Management Employee Evaluation

**EMPLOYEE:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_ **Site:** \_\_\_\_\_

Period Covered by This Evaluation: \_\_\_\_\_ to \_\_\_\_\_

Probationary Evaluation Yes/No: \_\_\_\_\_ If yes:  3 month  6 month

Evaluate the employee's performance and work traits for the period covered as they relate to the factors listed. Place the number which corresponds to your evaluation of their performance in the box next to the factor utilizing the following scale:

4. Exceeds Expectations    3. Meets Expectations    2. Needs Improvement    1. Unsatisfactory    N/A – Not Applicable

<b>I. COMMUNICATION</b>	<b>RATINGS</b>	<b>COMMENTS</b>
1. Communicates regularly and effectively with staff through various well-defined means. 2. Demonstrates effective interpersonal skills. 3. Responds to requests for information/services in a timely manner. 4. Prepares and/or directs accurate, clear, comprehensive and timely written/oral reports. 5. Consults/informs those to be affected by an action before the action is taken. 6. Keeps supervisor informed.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	
<b>II. ORGANIZATION</b>	<b>RATINGS</b>	<b>COMMENTS</b>
1. Assesses organizational needs, establishes realistic goals, objectives and priorities. 2. Plans for, models, and encourages collaboration and shared decision making. 3. Develops and communicates a clear department/school mission that reflects the core values of the district. 4. Delegates appropriate authority to staff to meet organizational goals, objectives and priorities. 5. Implements and meets realistic short and long range plans and objectives. 6. Manages programs and procedures which increase organizational productivity and effectiveness.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	



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<p>7. Anticipates needs, plans ahead and communicates appropriately and facilitates constructive change.</p> <p>8. Faces and solves problems in a timely manner, without excessive rush or delay.</p>	<p>7.____</p> <p>8.____</p>	
<b>III. LEADERSHIP</b>	<b>RATINGS</b>	<b>COMMENTS</b>
<p>1. Provides leadership to the site/department/office staff that leads to accomplishment of District/Board goals.</p> <p>2. Demonstrates professional integrity, honesty, character and accepts responsibility.</p> <p>3. Takes an active leadership role in the development and improvement of the goals of the department/division to implement the District's philosophy in education.</p> <p>4. Visits schools, classrooms and is known by staff and students.</p> <p>5. Involves staff in decision-making and problem solving.</p> <p>6. Facilitates the development of a shared mission and vision.</p> <p>7. Maintains poise and emotional stability in the full range of professional activities.</p> <p>8. Delegates appropriate authority to staff to meet organizational goals, objectives and priorities.</p> <p>9. Develops and maintains an effective and cohesive leadership team.</p>	<p>1.____</p> <p>2.____</p> <p>3.____</p> <p>4.____</p> <p>5.____</p> <p>6.____</p> <p>7.____</p> <p>8.____</p> <p>9.____</p>	
<b>IV. ACCOUNTABILITY AND STAFF DEVELOPMENT</b>	<b>RATINGS</b>	<b>COMMENTS</b>
<p>1. Holds staff accountable for having high standards and positive expectations of high levels of performance.</p> <p>2. Involves staff in the continuous development and improvement of systems.</p> <p>3. Provides staff development pertaining to the scope, content, requirements, sequences, and desirable changes of the department.</p> <p>4. Implements procedures aligned with district goals.</p> <p>5. Stays informed and leads on all aspects of the department programs and keeps abreast of current trends in the area of responsibility. Advises the supervisor and the districts leadership team as to desirable courses of action.</p>	<p>1.____</p> <p>2.____</p> <p>3.____</p> <p>4.____</p> <p>5.____</p>	



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V. HUMAN RESOURCES	RATINGS	COMMENTS
1. Treats all personnel fairly while insisting on performance of duties. 2. Encourages harmonious relationships among various segments of the school, office or district. 3. Recognizes, develops, and utilizes the leadership abilities of staff. 4. Follows district guidelines and best practices during the selection process. 5. Follows legal procedures and district policies and regulations in carrying out employee evaluations and progressive discipline. 6. Recognizes staff proficiencies and accomplishments, commends exemplary actions.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	
VI. FACILITIES/OPERATIONS	RATINGS	COMMENTS
1. Monitors facilities and related staff to maintain standards of repair, cleanliness, and appearance. 2. Exercises leadership in the support of district standards for safety, health, and special needs of its clients. 3. Manages facilities, equipment, and supplies in accordance with district standards.	1. _____ 2. _____ 3. _____	
VII. FISCAL RESOURCES	RATINGS	COMMENTS
1. Monitors accounting procedures or department budget to ensure alignment with recommended practices and ensures control so that funds are expended properly and wisely. 2. Works with supervisor and other leadership team members to establish priorities on various budget items and amounts in accordance with the district goals and objectives. 3. Analyzes current financial condition of the district/site/department and proposes long range financial needs and solutions. 4. Maintains a budget development process that emphasizes involvement and understanding by staff and community. 5. Monitors all allocated fiscal resources.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	





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Goals and Objectives for the next evaluation period.

**Overall Rating:**

Exceeds Expectations

Meets Expectations

Needs Improvement

Unsatisfactory

Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed Name) (Signature) (Title)

**NOTE:** Signature of the evaluatee indicates this performance evaluation was discussed with evaluatee and does not necessarily indicate agreement on the part of the evaluatee. If the evaluatee disagrees with this performance evaluation, he/she may submit a written statement within ten (10) working days from receipt to the evaluator, which will be attached to this appraisal.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed Name) (Signature) (Title)