

YUBA COUNTY OFFICE OF EDUCATION MANAGEMENT EVALUATION REPORT

Name:

Position:

Department:

Location:

PERIOD COVERED BY THIS EVALUATION:

1 = MEETS STANDARDS 2=SATISFACTORY WITH RECOMMENDATIONS 3=UNSATISFACTORY – DOES NOT MEET STANDARDS

	1	2	3
STANDARD I – Leadership: Provides inspiration, motivation, and direction by developing a positive effective connection between him/herself and the people he/she leads, inspiring people to put forth collaborative efforts toward a common goal, and providing effective leadership by communicating the organization’s vision.			
• Makes timely and appropriate decisions and assumes responsibility for them.			
• Conducts meetings in an effective manner.			
• Utilizes resources in an efficient, effective and innovative manner.			
• Models expected behavior.			
• Provides leadership to employees and motivates them to work towards their full potential.			
• Is recognized as the leader of the program/department.			
Comments:			
STANDARD II – Management/Organization: Possesses organizational skills that are essential to any organization and recognizes their role as a manager and the importance of planning, organizing, and directing.			
• Sets priorities, meets deadlines, practices time management, and plans work successfully.			
• Involves staff in decision making appropriate to the situation.			
• Manages resources such as budgets, personnel, buildings and grounds			
• Delegates responsibility and authority as appropriate.			
• Accepts responsibility willingly.			
• Promotes enthusiasm and interest in work.			
• Supports and models YCOE policies and procedures.			
Comments :			

STANDARD III – Communication: Provides effective leadership by communicating the vision of what the program/department should be and brings together all individuals and support systems into congruence so that all will work together toward common goals.	1	2	3
<ul style="list-style-type: none"> • Accepts new ideas and procedures. 			
<ul style="list-style-type: none"> • Accepts criticism and implements suggestions. 			
<ul style="list-style-type: none"> • Possess strong writing, speaking, and listening skills. 			
<ul style="list-style-type: none"> • Creates an effective communication network. 			
Comments :			
STANDARD IV – Interpersonal Relations: Possesses a strong interpersonal skill that results in a productive and supportive work atmosphere, communicates at a high level of competency reflecting sensitivity to the needs of others.	1	2	3
<ul style="list-style-type: none"> • Encourages and facilitates open communication and trust. 			
<ul style="list-style-type: none"> • Treats co-workers, clients and the public with respect. 			
<ul style="list-style-type: none"> • Resolves problems/issues as they emerge using appropriate problem-solving strategies. 			
<ul style="list-style-type: none"> • Relates to others in a cooperative and professional manner. 			
Comments:			
STANDARD V – Organizational Climate: Shapes the norms and attitudes of the staff towards a positive department climate.	1	2	3
<ul style="list-style-type: none"> • Maintains high visibility in the workplace and programs. 			
<ul style="list-style-type: none"> • Maintains a supportive network for staff, students, parents, clients, and support agencies. 			
<ul style="list-style-type: none"> • Provides recognition for the special efforts of staff, clients and the community. 			
<ul style="list-style-type: none"> • Reflects enthusiasm, tact and commitment to the organization. 			
<ul style="list-style-type: none"> • Adapts to change and responds to unusual situations without undue stress. 			
Comments :			
STANDARD VI – Evaluation and Supervision: Designs and implements an ongoing process of supervision and evaluation that enhances professional performance and development for all staff, acquires knowledge about staff performance through observation, communication, supervision and data collection.	1	2	3
<ul style="list-style-type: none"> • Understands and models good supervisory and evaluation techniques. 			
<ul style="list-style-type: none"> • Identifies and recognizes each employee's contributions to the organization. 			

<ul style="list-style-type: none"> • Designs remediation processes, when necessary, to enable staff members to correct deficiencies in their performance. 			
<ul style="list-style-type: none"> • Completes employee evaluation in compliance with YCOE policies and procedures. 			
Comments:			
STANDARD VII – Professional Growth: Strives to improve current level of performance and develops varied areas of interest or skills which assist in reinforcing managerial and/or leadership skills.	1	2	3
<ul style="list-style-type: none"> • Participates in staff development activities. 			
<ul style="list-style-type: none"> • Develops a personal professional growth plan. 			
<ul style="list-style-type: none"> • Supports professional growth opportunities for staff. 			
Comments:			
STANDARD VIII – Personal Qualities	1	2	3
<ul style="list-style-type: none"> • Portrays a professional image in dress and grooming. 			
<ul style="list-style-type: none"> • Displays a sense of humor. 			
<ul style="list-style-type: none"> • Creates a sense of trustworthiness and loyalty in professional relationships. 			
Comments:			

Review of Program and Leadership Goal Accomplishment:

Additional Comments / Specific Recommendations:

Overall Evaluation

Meets Standards

Meets Standards with recommendations

Unsatisfactory

My signature indicates this evaluation has been discussed with me but does not necessarily indicate agreement with the content.

Evaluator's Signature

Date

Employee's Signature

Date

This is a copy of a document that will be placed in your personnel file. You have ten (10) working days from receipt of this document to make any signed, written comments, which will be attached to the document and placed in your personnel file.