

NAPA VALLEY UNIFIED SCHOOL DISTRICT
Classified Management Evaluation Form

Name: _____

Review Period: From _____ To _____

Position Title: _____

Department: _____

Leadership/Management Assessment Rating Key

A = Above Standard M = Meets Standard B = Below Standard NA= Not Applicable

Leadership & Administration				
A manager must provide competent and effective leadership by showing positive behavior, providing guidance where necessary, and making appropriate decisions.	A	M	B	N/A
The Manager is a leader				
Facilitates programs and facilities and advises supervisor of plans to develop/implement desired improvements				
Is a visible leader, maintaining frequent contact with staff and other departments				
Conducts operations that provide effective employee relations and contributes to individual/group motivation and morale.				
Establishes goals and objectives that are consistent with those of the District				
Demonstrates the ability to initiate and help bring about appropriate change				
Models and promotes the district's high level of standards for service				
Demonstrates appropriate planning skills				

Communication				
A manager must effectively communicate all types of information - from basic to complex - to different audiences with different levels of understanding.	A	M	B	N/A
The manager uses oral and written communication skills effectively				
Keeps supervisor/superintendent apprised of potential problems and situations				
Demonstrates logical thinking when communicating				
Uses appropriate judgement when communicating				
Is readily accessible and receptive to staff and clients				
Understands that effective communication is both, an interaction and a collaboration with others, that involves verbal and non-verbal parts				
Solicits input from those affected by decisions as appropriate				

NAPA VALLEY UNIFIED SCHOOL DISTRICT
Classified Management Evaluation Form

Relationships				
A manager must effectively foster team building and encourage professional growth.	A	M	B	N/A
The manager is fair and impartial				
Is courageous when dealing with potentially volatile issues				
Follows up with staff effectively and thoroughly				
Exhibits cultural awareness and sensitivity to diverse groups				
Oversees and coordinates staff development and training program(s)				
Recognizes staff members for significant achievement and contribution				
Builds relationships with community agencies and leaders, and promotes community involvement				
Works cooperatively with administrators to develop goals				

Technical/Professional Skills				
It is expected that a manager will have the skills and knowledge necessary to perform the job.	A	M	B	N/A
The manager is proficient in his/her area of responsibility				
Demonstrates sound work judgments				
Consistently understands, promotes, and enforces District policies and procedures				
Provides ongoing training of staff on safe and healthful work habits				
Practices continuous learning in the job				

Fiscal Management				
A manager must use all available resources in an effective, efficient, and prudent manner to ensure District goals and objectives are accomplished.	A	M	B	N/A
The manager uses creative solutions to maximize the use of District resources				
Consistently stays within his/her allotted budget				
Seeks out, recommends and/or implements ways to ensure the district maintains a sound fiscal position				
Demonstrates excellent judgment in establishing budget priorities				
Models and enforces policies that avoid wasteful and/or unnecessary use of district resources				
Prepares and submits fiscal reports and documentation to supervisor or appropriate department in a timely manner				

NAPA VALLEY UNIFIED SCHOOL DISTRICT
Classified Management Evaluation Form

Personal Characteristics

A manager must demonstrate personal characteristics that exemplify a leader.

A	M	B	N/A

The manager is a problem solver

Acts in a positive way with the students, staff, and the public

Consistently makes sound decisions even when under unusual pressure (Level-Headed)

Is open-minded

Demonstrates professional behavior that his/her subordinates can model and follow

Overall Comments:

Commendations:

Recommendations:

Employee Signature _____

Date _____

Evaluator Signature _____

Date _____

A SIGNATURE DOES NOT INDICATE AGREEMENT. A WRITTEN RESPONSE MAY BE ATTACHED WITHIN 10 DAYS. Please forward the original form to Human Resources and make copies for the employee and the site supervisor.