

Evaluation/Supervision

Management Personnel

The personnel evaluation procedures of the district are intended to identify, reinforce and improve (as needed) skills, attitudes and abilities so as to enhance the achievement of district and/or division goals and objectives. The evaluation plan shall:

1. Establish a procedure by which long-range goals of the school district can be translated into proficiency standards which guide effective performance for individual management employees.
2. Involve all management employees and evaluators in the establishment of goals which reflect student performance and/or employee performance. Encourage management employees to integrate their own professional goals and objectives with those of the school district by means of such mutual planning.
3. Include, if necessary, a re-evaluation plan which will identify specific areas of deficiency to be addressed.
4. Provide a procedure for:
 - a. Identifying and commending effective performance.
 - b. Counseling and assisting management employees to improve performance.
 - c. Documenting, appropriately, the basis for promotion, transfer, demotion, suspension or dismissal.

Evaluation Procedures

Management team members will be evaluated a minimum of every other year. Exceptions can be initiated by either the evaluator or the evaluatee. The review period for administrators will be July 1 through June 30. It will consist of a four-step process of performance evaluation. The Division of Human Resources will provide each division and department head with a list of employees to be evaluated. Forms may be requisitioned from the warehouse.

Step I - Preliminary Conference (July - October)

At the beginning of the evaluation period, the evaluator and evaluatee will review the Administrative and Leadership Professional Standards booklet. Although this document is designed to be a personal professional learning guide, it can also provide direction in the evaluation process. The expectation is that administrators and managers will use the Professional Standards as a professional development tool each year whether or not a formal evaluation is being conducted.

The Key Elements of Proficiency for each standard should be discussed to ensure there is understanding of each criterion. Modifications of key elements can be made to ensure that standards address specific job descriptions. Goal statements will be agreed upon by the evaluator and the evaluatee. These statements are to be added to the evaluation form on page 4. If appropriate, one goal statement should address student achievement.

Step II - Progress Review (November - February)

The evaluator will discuss with the evaluatee the status of the administrative standards attainment. If there are performance concerns or problems exist, progress reviews and suggestions for meeting an appropriate level of proficiency should be documented and shared with the evaluatee.

Step III - Final Review (March - June)

At the end of the review period, the evaluator will evaluate the degree of proficiency achieved during the review period using a four-level scale of performance. Comments are required for any rating of "Below Standard" or "Significantly Below Standard." Key elements of proficiency or specific job description deficiencies should be noted.

Meets Standard

Signifies performance at effective level.

Work in Progress

Signifies area identified for continued growth.

Below Standard (Comments Required)

Signifies performance that needs improvement in one or more key elements.

Significantly Below Standard (Comments Required)

Signifies unsatisfactory performance in one or more key elements.

Step IV - Final Conference

A conference shall be scheduled to review the ratings for each standard on the Management Performance Evaluation Form. Any evaluatee receiving three or more "Below Standard" or one "Significantly Below Standard" must be evaluated again the following year. The evaluator and the evaluatee will identify goal statements for each rating of "Below Standard" or "Significantly Below Standard." The evaluatee may attach comments to the form. Both the evaluator and evaluatee must sign the evaluation report.

The evaluator transmits the original of the Management Performance Evaluation to the Division of Human Resources for filing in the evaluatee's personnel file, and provides a copy of the completed form to the evaluatee.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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