



MT. DIABLO UNIFIED SCHOOL DISTRICT
MANAGEMENT PERSONNEL EVALUATION

Copy 1 – Personnel
Copy 2 – Evaluatee
Copy 3 – Evaluator

INITIAL
20____ – 20____

1936 Carlotta Drive, Concord, CA 94519

Evaluatee _____ Position _____ Site/Department _____

Employee ID # _____ Standards Selected (at least 2) _____

Evaluator _____ Position _____ Evaluation Year _____

Status: Probationary Permanent

D=Developing (may only be used for 1st year in new position)

Rating: U=Unsatisfactory

NI=Needs Improvement

P=Proficient

E=Exemplary

STANDARD I – Organizational Leadership	PLANS FOR GROWTH / EVIDENCE
<ol style="list-style-type: none"> 1. Uses a collaborative process with all appropriate stakeholders in the creation of a vision for success within the organization. 2. Facilitates implementation of the vision for success. 3. Fosters and promotes continued professional growth and ongoing discussions of expectations for staff. 4. Ensures that policies, practices, and procedures support an effective learning and/or work environment. 5. Views oneself as a leader of a team and a member of a larger team who contributes to the district in purposeful and responsible ways. 	

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<p>STANDARD II – Communication/ Interpersonal Skills</p>	<p>PLANS FOR GROWTH / EVIDENCE</p>
<ol style="list-style-type: none"> 1. Communicates and models district vision and mission statements. 2. Negotiates and resolves disagreements. 3. Develops and maintains effective working relationships with staff, students, parents, and/or community. 4. Facilitates discussion and dialog. 5. Uses lines of communication. 	
<p>STANDARD III – Judgment/Decision Making</p>	<p>PLANS FOR GROWTH / EVIDENCE</p>
<ol style="list-style-type: none"> 1. Uses sound judgment and data to guide decision-making process. 2. Aligns decisions with district goals and priorities and the needs of the school community. 3. Encourages diverse community participation in the decision-making process. 4. Analyzes and develops solutions to problems in multiple ways. 5. Communicates decisions clearly and effectively. 	

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<p>STANDARD IV – Creating and Maintaining a Positive Culture</p>	<p>PLANS FOR GROWTH / EVIDENCE</p>
<ol style="list-style-type: none"> 1. Shapes a culture where high expectations are established and supported. 2. Models and promotes personal and professional ethics, integrity, equity, fairness, dignity and respect. 3. Places a high priority on a safe, orderly and drug-free environment. 4. Promotes positive school community image. 5. Initiates and maintains a climate with a high level of trust between individuals and groups. 	
<p>STANDARD V – Instructional Leadership</p>	<p>PLANS FOR GROWTH / EVIDENCE</p>
<ol style="list-style-type: none"> 1. Understands and applies child and/or adult learning theories. 2. Involves teachers and/or appropriate staff in the design, development, implementation and management of curriculum and/or training. 3. Understands, models, and helps to implement instructional methodology and best practices. 4. Identifies, defines, and correlates the relationships among the written, taught, and tested curricula. 5. Understands and implements an effective systemic professional development process for all certificated and classified staff members. 	

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STANDARD VI – Professional Competency & Growth	PLANS FOR GROWTH / EVIDENCE
<ol style="list-style-type: none"> 1. Develops, monitors and/or administers school or department resources. 2. Maintains an appropriate and safe learning and/or work environment. 3. Demonstrates knowledge of and applies established policies, rules, laws, practices and labor agreements. 4. Monitors and evaluates staff members and programs he/she is assigned. 5. Maintains accurate records as required by the District, State, and Federal policies and regulations. 6. Participates in appropriate professional growth activities to maintain job-related skills and implement best practices. 	

Additional Comments (Evaluatee):

Additional Comments (Evaluator):

(Additional Pages May Be Used)

Date

Evaluatee Signature

Date

Evaluator Signature

INITIAL

20____ – 20____

Evaluatee _____

Additional Goals/Objectives/Rating:

Additional Comments (Evaluatee) – continued:

Additional Comments (Evaluator) – continued:

Date

Evaluatee Signature

Date

Evaluator Signature