

**MT. DIABLO UNIFIED SCHOOL DISTRICT  
MANAGEMENT PERSONNEL EVALUATION**

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



**INTERIM** (Use for New to District/New to Position/Less than Proficient Performance)  
 **FINAL**  
 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

<b>STANDARD I – Organizational Leadership</b>	<b>Rating</b>	<b>COMMENDATIONS / RECOMMENDATIONS / EVIDENCE</b>
<ol style="list-style-type: none"> <li>1. Uses a collaborative process with all appropriate stakeholders in the creation of a vision for success within the organization.</li> <li>2. Facilitates implementation of the vision for success.</li> <li>3. Fosters and promotes continued professional growth and ongoing discussions of expectations for staff.</li> <li>4. Ensures that policies, practices, and procedures support an effective learning and/or work environment.</li> <li>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.</li> </ol>		

INTERIM

FINAL

20\_\_ - 20\_\_

Evaluatee \_\_\_\_\_

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

INTERIM

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Evaluatee \_\_\_\_\_

<p><b>STANDARD IV – Creating and Maintaining a Positive Culture</b></p>	<p><b>Rating</b></p>	<p><b>COMMENDATIONS / RECOMMENDATIONS / EVIDENCE</b></p>
<p>1. Shapes a culture where high expectations are established and supported.</p> <p>2. Models and promotes personal and professional ethics, integrity, equity, fairness, dignity and respect.</p> <p>3. Places a high priority on a safe, orderly and drug-free environment.</p> <p>4. Promotes positive school community image.</p> <p>5. Initiates and maintains a climate with a high level of trust between individuals and groups.</p>		
<p><b>STANDARD V – Instructional Leadership</b></p>	<p><b>Rating</b></p>	<p><b>COMMENDATIONS / RECOMMENDATIONS / EVIDENCE</b></p>
<p>1. Understands and applies child and/or adult learning theories.</p> <p>2. Involves teachers and/or appropriate staff in the design, development, implementation and management of curriculum and/or training.</p> <p>3. Understands, models, and helps to implement instructional methodology and best practices.</p> <p>4. Identifies, defines, and correlates the relationships among the written, taught, and tested curricula.</p> <p>5. Understands and implements an effective systemic professional development process for all certificated and classified staff members.</p>		

INTERIM

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Evaluatee \_\_\_\_\_

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

Additional Comments (Evaluatee):

Additional Comments (Evaluator):

(Additional Pages May Be Used)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluatee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

INTERIM

FINAL

20\_\_\_\_ – 20\_\_\_\_

Evaluatee \_\_\_\_\_

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Additional Goals/Objectives/Rating:

Additional Comments (Evaluatee) – continued:

Additional Comments (Evaluator) – continued:

\_\_\_\_\_

Date

\_\_\_\_\_

Evaluatee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Evaluator Signature