

MONTEREY COUNTY OFFICE OF EDUCATION

MANAGEMENT PERFORMANCE EVALUATION

NAME: _____

ASSIGNMENT: _____

EVALUATOR: _____

DATE: _____

RATING CRITERIA:

- O - OUTSTANDING, FULLY MEETS AND USUALLY EXCEEDS REQUIREMENTS
- E - EFFECTIVE, MEETS REQUIREMENTS
- N.I. - NEEDS IMPROVEMENT
- U - UNSATISFACTORY
- N.A. - NOT APPLICABLE

Evaluations of NEEDS IMPROVEMENT or UNSATISFACTORY require supporting statements in the spaces provided for comments. A Professional Improvement Plan will be mutually developed according to due process procedures.

Management Performance Evaluation

I. MANAGEMENT EFFECTIVENESS	O.	E.	N.I.	U.	N.A.
Demonstrates knowledge of and abilities related to department and/or division functions and services within the total MCOE organization.					
Interprets, articulates, supports and carries out mission, goals, policies and procedures of MCOE.					
Develops appropriate goals and objectives, establishes priorities, identifies strategies, makes progress toward objectives, meets timelines/deadlines.					
Fosters collaborative partnerships among educational, business and community organizations.					
Strives to meet MCOE Affirmative Action Plan.					
Demonstrates understanding of and is committed to the value of diversity in the workplace; Promotes multi-culturalism.					
Works to assure selection of competent staff.					
Makes sound decisions related to personnel, staff assignments, work load, program budget.					
Encourages collaborative decision-making.					
Provides technical assistance and expertise regarding development and implementation of effective services.					
Demonstrates flexibility and responds appropriately to changing needs.					
Conducts an effective employee evaluation process and ensures completion of the Professional Development Plan.					
Effectively handles difficult situations in a timely manner.					
Ensures department and/or division adherence to MCOE Injury and Illness Prevention Program.					

Management Performance Evaluation

I. MANAGEMENT EFFECTIVENESS (Continued)	O.	E.	N.I.	U.	N.A.
Provides efficient budget development, monitoring and management.					
Practices effective time management, in accomplishing major projects and routine assignments.					
Utilizes available resources effectively.					
Plans and conducts necessary meetings effectively.					
OTHER:					
EMPLOYEE COMMENTS					
SUPERVISOR COMMENTS:					
II. LEADERSHIP EFFECTIVENESS	O.	E.	N.I.	U.	N.A.
Motivates and inspires others.					
Remains current on relevant research, emerging developments and mandates in field.					
Plans, develops and implements programs to effectively accomplish goals and objectives.					
Identifies program needs for compliance and/or improvement and implements an effective change process.					
Sets clear and high expectations for staff, according to assigned responsibilities.					

Management Performance Evaluation

II. LEADERSHIP EFFECTIVENESS (Continued)	O.	E.	N.I.	U.	N.A.
Recognizes and utilizes talent and professional expertise of staff members.					
Brings staff into an effectively functioning and cohesive unit.					
Provides on-going objective and constructive feedback and suggestions to staff.					
Utilizes effective conflict resolution strategies.					
Promotes staff effectiveness by providing a variety of activities and opportunities for professional development and trainings.					
Promotes inter-department cooperation in order to accomplish MCOE's shared mission.					
Demonstrates and promotes collaboration in forming productive partnerships with various school communities, groups, organizations, businesses and/or agencies.					
OTHER:					
EMPLOYEE COMMENTS					
SUPERVISOR COMMENTS:					

Management Performance Evaluation

III INTERPERSONAL EFFECTIVENESS	O.	E.	N.I.	U.	N.A.
Maintains positive rapport in working with peers, staff, service clientele, public and community.					
Demonstrates sensitivity to and respect for diversity.					
Builds trust and promotes morale through teamwork.					
Handles sensitive situations tactfully, with understanding.					
OTHER:					
EMPLOYEE COMMENTS:					
SUPERVISOR COMMENTS:					
IV. COMMUNICATION EFFECTIVENESS	O.	E.	N.I.	U.	N.A.
Interprets and articulates Federal, State and MCOE purposes, policies and programs to staff, departments, school districts, groups, public and community.					
Establishes an effective communication process which keeps personnel/clientele well-informed.					
Encourages open, honest dialogue.					
Facilitates, promotes and utilizes networks to access, gather and disseminate pertinent information.					
Expresses self clearly, both orally and in writing.					

Management Performance Evaluation

IV. COMMUNICATION EFFECTIVENESS (Continued)	O.	E.	N.I.	U.	N.A.
Maintains appropriate records and completes reports in a comprehensive, thorough and timely manner.					
OTHER:					
EMPLOYEE COMMENTS:					
SUPERVISOR COMMENTS:					
V. SERVICE EFFECTIVENESS	O.	E.	N.I.	U.	N.A.
Ensures delivery of services and continual program/division/department improvement in area(s) of responsibility.					
Provides effective service to clients.					
OTHER:					
EMPLOYEE COMMENTS:					
SUPERVISOR COMMENTS:					

Management Performance Evaluation

VI. PERSONAL QUALITIES AND PROFESSIONAL ETHICS	O.	E.	N.I.	U.	N.A.
Observes professional ethics in all phases of work in accordance with MCOE Administrative Regulations.					
Demonstrates integrity in the performance of responsibilities.					
Shows dedication to fulfilling the educational mission of MCOE.					
Demonstrates creativity in developing programs and effecting solutions.					
Serves as a positive role model and sets an example for staff, students and the community.					
Shows initiative and enthusiasm in the performance of responsibilities.					
Maintains sense of humor appropriate to the workplace.					
Continues to grow professionally and remains current in the field, through professional growth activities.					
OTHER:					
EMPLOYEE COMMENTS:					
SUPERVISOR COMMENTS:					

Management Performance Evaluation

SUPERVISOR'S ASSESSMENT

ADDITIONAL COMMENTS AND RECOMMENDATIONS:

The employee signature signifies receipt of this evaluation and not necessarily agreement with the content herein. The employee has a right to submit a response, within 10 days, and have such response attached to this evaluation.

Signature of Evaluatee: _____ **Date:** _____

Signature of Evaluator: _____ **Date:** _____