

LEADERSHIP TEAM EMPLOYEE PERFORMANCE REVIEW

Division of Personnel Services

Name:	Position:	Position: Department Date Completed:				
Worksite	: Department					
Division:	Date Comple					
Evaluatio	on Period: From: To:					
	☐ Certificated ☐ Classified					
	Probationary Permanent					
	remanent					
		Achieving Standards Needs Improvement Unsatisfactory Not Applicable				
Leade	rship	1 2 3 4				
1. 2. 3.	Stimulates and motivates employees to greater accomplishments/atta Establishes realistic and attainable goals for school, department or div Identifies, analyzes, and solves problems.					
4. 5.	Makes decisions based on facts, fairness and organizational goals/priresponsibility for them. Adapts leadership style to situation.	orities and assumes				
6. 7.	Establishes and maintains positive climate that encourages employees skills. Administers policies and regulations, either personally, or by assuring					
8.	delegation, to appropriate staff. Provides needed pupil services and discipline.					
9. 10. 11. 12.	Utilizes research-based information in program development, implem Organizes curriculum and instruction in order to meet student needs. Utilizes resources in an efficient, effective, and innovative manner. Conducts meetings in an effective manner.					
13. 14.	Is recognized as the education leader of the school, department, or di Sets an example by modeling expected behaviors.					
15. 16. 17. 18.	Secures "buy-in" to organizational policies, regulations, and procedure Seeks appropriate new and innovative ways to completing assigned re Is considered a knowledgeable specialist in the area assigned. Resolves conflicts at the lowest level.					
Persor	nnel Management					
1. 2. 3.	Accurately and supportively carries out supervisor's instructions. Causes the staff to work as a dedicated professional unit. Deploys staff in a productive and efficient manner. Involves staff in decision making appropriate to the situation.					
4. 5. 6. 7.	Delegates responsibility and authority as appropriate. Listens to others' concerns with understanding. Effectively selects, monitors, and evaluates personnel.					
8. 9. 10.	Successfully gets others to commit to the organization's vision. Clearly and consistently communicates the organizational vision. Secures appropriate input prior to making a decision; properly explain those impacted.	ns reasons for a decision to				
11.	Provides an environment for positive two-way communication.					
Budge	et and Facility Management					
1. 2. 3. 4.	Maintains fiscal solvency for the school site, department, or the division Follows established business procedures. Maintains attractive and safe facilities and attends to facilities needs in Utilizes fiscal resources effectively to meet goals and priorities of the second s	n a timely manner.				
5. 6.	Plans and organizes one to two years ahead. Takes action to avoid a fiscal crisis within the current fiscal year.					

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				Achieving Standards	Needs Improvement	Unsatisfactory	Not Applicable
Community Relations					2	3	4
1. 2.			t of school, staff and students, or department/division. hile representing the best interests of the county				
3. 4. 5.	Strives to develop frie Solicits and gives atte	ntion to the problems a	lationships with news media. nd opinions of all groups in a courteous manner. rnal customer satisfaction.				
Profe	ssional and Persona	al Qualities					
			ooming.				
Sumn	nary Evaluation						
performant past except except Areas impro	s of strength in job ormance during the year? Cite evidence of ptional performance. s in need of ovement during the ng year?						
Overa	Il Evaluation Meets Expectations	☐ Needs Impro	vement Unsatisfactory				
Next Evaluation Due One Year Two Years		☐ Two Years	Other (not to exceed two years)				
Evaluator Name			Evaluator Signature	Date			
Division Head Name			Division Head Signature	Date			
		-	Employee Signature	D	ate		

Note: Signature of employee indicates the above Performance Review was discussed with the reviewer and does not necessarily indicate agreement on the part of the employee. If the employee disagrees with the above review, he/she may submit a written statement to the division head within ten (10) working days from receipt of the review. The employee's statement will be attached to the Performance Review and submitted to the employee's personnel file.

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Evaluation Legend

PLEASE NOTE: THIS PAGE DOES NOT NEED TO BE ATTACHED TO THE PERFORMANCE REVIEW. IT IS MEANT TO BE A TOOL IN COMPLETING THE PERFORMANCE REVIEW.

Achieving Standards – Provides consistent, extraordinary service and leadership. Takes initiative to prevent problems; willing to take risks to improve system-wide organizational change; makes meaningful change in his/her unit of responsibility. Expertly carries out the responsibilities of the job classification. Accepts accountability for the functional responsibilities of the job. Learns and accommodates from past errors and successes.

Needs Improvement – Does not consistently provide efficiency in all functional responsibilities of the job. May demonstrate proficiency in some elements of the job; however, does not meet all standards of the job consistently. Failure to achieve needed improvements in a timely manner would become an "unsatisfactory" performance level.

Unsatisfactory – Provides little demonstrable evidence of an ability to consistently meet the standards of the job. Does not accept responsibility for errors/mistakes and does not learn from them. Shows little professional growth since entry into the job.