

BOARD POLICY

Placentia-Yorba Linda Unified School District

Administration

2412.2 - BP

EVALUATION OF MANAGEMENT PERSONNEL

It is the intent of the Board of Education to establish a program of evaluation of the performance of management personnel. The Governing Board recognizes that appropriate supervision and regular, comprehensive evaluations can help employees to continually improve in the performance of their responsibilities.

Evaluations shall be used to recognize the exemplary skills and accomplishments of management personnel and identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

The Superintendent or designee shall make written evaluation procedures available to all management personnel.

An employee shall be evaluated annually for the first three years of employment as a management personnel in the district, and at least every other year thereafter. Evaluations may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.

The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each management position.

Evaluation criteria for managers may be based on the professional standards that govern their position and also may include, but not be limited to, evidence of:

1. Administrative Skills
2. Communication and Interpersonal Skills
3. Personal Qualities
4. Leadership

The evaluation shall be dated and signed by both the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

Legal Reference: Education Code Sections 44660-44664, 44671

Policy adopted: 7/23/73
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