



Palisades Charter High School Classified Management Evaluation

Employee Name: _____ Date: _____ School Year: 2015/2016

Mid Year Evaluation

Final Evaluation

Job Title: Athletic Director Aquatics Director Campus Safety Supervisor

Finance Manager Head College Advisor IT Team Supervisor

This evaluation is based on the Director or Manager's job description (Part A) and progress on goals (Part B).

Part A- Performance based on job description:

Criteria	On-going	Outstanding	Proficient	Needs Improvement
1. Focus and Planning a. Works with Executive Director/Principal to establish clear goals and keeps those goals in the forefront of the school's attention.				
b. Communicates and implements school wide vision ensuring support and understanding.				
2. Ideals/beliefs a. Is a strong student advocate.				
b. Communicates and operates from strong ideals and beliefs about schooling, and what is best for students.				
3. Culture Fosters a Culture of collegiality and Teamwork.				
a. Strives to promote cohesiveness and positive spirit with all stakeholders.				



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b. Fosters shared beliefs and a sense of community, team-building and cooperation.				
c. Promotes cooperation among administration, staff, and faculty.				
d. Develops shared understanding of purpose and core organizational values.				
4. Communication				
a. Establishes strong lines of communication with students, teachers, staff, parents, Board and community.				
b. Communicates openly, systematically, and timely with the Executive Director/Principal, personnel, and the community.				
5. Personnel Management				
a. Evaluates the staff to ensure educational excellence.				
b. Recommends for hire, discipline and dismissal of employees based on sound personnel practices.				
6. Monitor				
a. Evaluates effectiveness of school practices and their impact on student learning.				
b. Is current with research to meet changing needs of students.				



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7. Resources a. Endeavors to provide teachers with materials and professional development necessary for the successful execution of their jobs.				
8. Budget and Fiscal Responsibility a. Develops and oversees a budget that is transparent, accountable and directs financial resources to fulfill the PCHS mission utilizing appropriate controls to ensure effective and efficient use of school resources.				
9. Intellectual Stimulation a. Continuously involves staff in reading articles and books about effective practices and current theories, and encourages follow-up discussions and potential implementation.				
b. Keeps informed of charter school legislation.				
c. Promotes a culture of intellectual curiosity and excellence.				
10. Order a. Establishes a set of standard operating structures, procedures and routines that employees understand and follow.				
b. Ensures compliance with legislation and reporting requirements.				



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11. Curriculum, Instruction, Assessment a. Is knowledgeable and directly involved in the design and implementation of curriculum, instruction, and assessment practices.				
12. Affirmation and Contingent Rewards a. Recognizes, rewards, and celebrates individual and school-wide accomplishments, hard work, and results.				
13. Change Agent a. Is willing to and able challenge the status quo. b. Is able to solve problems creatively.				
14. Decision Making a. Illustrates good judgment, deep reflection, and incorporation of the appropriate level of input from others in the decision-making process.				
15. Flexibility a. Is able to adapt to changing environment. b. Is comfortable with dissent and able to respond without defensiveness. c. Encourages contrary opinions to those of authority. d. Can be directive or non-directive as the situation warrants. e. Tolerant of ambiguity but strives toward clarity with patience.				



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16. Integrity a. Maintains high standards of personal and institutional integrity in the determination and implementation of policies, procedures, and problem resolution.				
17. Insulation a. Effectively supports colleagues so as to encourage responsible decisions and actions, even when they are likely to invite criticism.				
18. Visibility and Public Relations				
a. Regularly attends student activities and events.				
b. Has consistent and quality contact and interactions with teachers, students, and parents.				
c. Builds relationships with community and industry partners.				
d. Represents the school admirably in day-to-day contact with parents, other citizens, community entities, and governmental agencies.				
19. School-wide Diversity a. Encourages and develops cultural sensitivity among all students and other stakeholders.				
b. Promotes tolerance, acceptance, and full integration of school's diverse population.				



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c. Evidences commitment to the core role of diversity in the school's mission.				

Rating Criteria:

1. Not Applicable: Not applicable to the administrator's area of responsibility.
2. Outstanding: Consistently exceeds expectations.
3. Proficient: Consistently good and sometimes exceed expectations.
4. Needs Improvement: Does not consistently meet expectations.

Part A- Performance based on job description:

Significant strength and/or area of contribution to students or organization (Narrative)

Areas that do not meet expectations/unsatisfactory.

1. State basis for concern
2. Describe possible evidence that unsatisfactory performance has improved.



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Part B- Performance based on goals:

Goal Area	On-going	Outstanding	Proficient	Needs Improvement
1.				
2.				
3.				
4.				
5.				

Employee: The signing of this evaluation document is merely an acknowledgement of having seen and discussed the evaluation. Your signature does not necessary imply agreement with the conclusions of your supervisor. If you wish, you may attach an explanation.

Name	Title	Signature	Date