

MANAGEMENT PERFORMANCE EVALUATION PROCESS**General Provisions:**

1. Performance evaluation is part of an ongoing program of professional growth. The District is committed to promoting personal professional development and relating that development to improved job performance. Supervisors will discuss career objectives with evaluatees and will offer the opportunity for growth experiences consistent with District operations and the accomplishments of District goals and objectives. Performance evaluation and professional growth plans are important factors in the consideration of District employees for promotional opportunities.
2. The performance of each administrator (evaluatee) shall be evaluated once each school year by his/her immediate supervisor (evaluator) unless the Superintendent approves a variance to the annual evaluation. Evaluation is a regular continuing process.
3. Administrators' performance evaluation(s) shall be recorded in writing. The performance evaluation report must be signed by the supervisor, the administrator, and the evaluator's supervisor. The administrator's signature shall only indicate receipt of a copy of the performance evaluation report. A copy of the performance evaluation report shall be given to the administrator and shall be discussed in a private conference between the administrator and his/her immediate supervisor not later than July 30. The original of the performance evaluation report shall be placed in the administrator's file in the Human Resources Division.
4. Annually the Superintendent will review the objectives of the management team with the Board of Trustees and will review performance appraisals in terms of those objectives at the conclusion of the school year.
5. All actions within the management performance evaluation process shall adhere to the Code of Ethics of the management team, as specified in Regulation 2282.1.

Procedural Steps

1. Specifying Objectives and Planning for Professional Growth
 - a. Evaluator reviews with evaluatee District and school/site/ program or department objectives. Evaluator proposes specific objectives for evaluatee and reviews management skills and plans for professional growth.
 - b. Evaluatee prepares statement of specific objectives and plans for professional growth for evaluator not later than September 30.

Fullerton Joint Union High School District
AR 2250.1(b)

- c. Evaluator and evaluatee discuss the objectives and plans, establish appropriate timelines, and identify any special resources or contingencies. Resources, contingencies, and timelines are recorded with the objectives.
- d. Evaluator monitors evaluatee's progress in meeting objectives according to predetermined plan.
- e. Evaluatee contacts evaluator for advice and assistance as needed and may request modification of objectives if previous conditions or assumptions change.

2. Assessment

Evaluatee prepares an assessment of identified objectives and a report of progress on professional growth plans for review by evaluator prior to evaluation conference.

3. Evaluation

- a. During the month of June, the evaluator and evaluatee hold an evaluation conference to assess the degree of achievement on each objective and to identify areas of particular strength and areas where performance can be improved. This assessment will include a review of management skill factors, objectives, and the report of progress on the professional growth plan.
- b. Following the conference, the evaluator will provide the evaluatee with a copy of the evaluation. The evaluatee may attach a written statement to the evaluation prior to placement in the District personnel file.
- c. In the event of an unsatisfactory evaluation, the evaluatee shall be granted an avenue of appeal to the Superintendent (if applicable).

4. Unsatisfactory Evaluation Process Step

- a. An administrator who receives an "overall unsatisfactory evaluation" will be provided a written improvement plan and assistance by the evaluator.
- b. An administrator who receives an "overall unsatisfactory evaluation" may be provided with more than one written performance evaluation report annually.