
Fresno USD DIVISION OF HUMAN RESOURCES
HR 3300.2
EVALUATIONS – CERTIFICATED/CLASSIFIED MANAGEMENT

The management employee evaluation recognizes the worth and needs of the individual in the total working environment and provides direction toward the improvement of his/her effectiveness. The personnel evaluation procedures of the district are intended to identify, reinforce and improve (as needed) skills, attitudes and abilities so as to enhance the achievement of district and/or division goals and objectives.

The evaluation and assessment of the competency of certificated/classified management personnel is based on:

1. The employee's progress toward agreed-upon goals, objectives, tasks, and attainment of the management and leadership professional standards.
2. General expectations of performance which recognize professional responsibility, accountability and attitude.
3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the Board.
4. Additional factors as determined by the Superintendent or designee.

The management evaluation plan includes the following:

1. A procedure by which long-range goals of the school district can be translated into proficiency standards which guide effective performance for individual management employees.
2. Involvement of all management employees and evaluators in the establishment of goals which reflect student performance and/or employee performance. Encouragement of management employees to integrate their own professional goals and objectives with those of the school district by means of such mutual planning.
3. A re-evaluation plan, if necessary, which identifies specific areas of deficiency to be addressed.

The management evaluation schedule is as follows:

1. Is at least once every two years; exceptions can be initiated by either the evaluator or the evaluatee.
2. Consists of a 5-step process.

Human Resources is responsible for providing the list of evaluatees and dates to each Division and Department head. Evaluation timeliness and quality are tracked and reviewed by Human Resources. All management employees are to complete the self-assessment and professional development plan annually, regardless of their evaluation status.

References:

BP/AR 4315 Evaluation/Supervision

Management Team Handbook of Working Conditions and Benefits

Policy Fresno Unified School District
DIVISION OF HUMAN RESOURCES

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Fresno, California