

**STOCKTON UNIFIED SCHOOL DISTRICT**  
701 North Madison Street  
Stockton, CA 95202

<b>Classified Management Performance Report</b>
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**Purposes of Evaluation**

1. To assess the manager's performance in his/her assignment.
2. To identify the manager's strengths and/or areas requiring improved performance.
3. To use as documentation for awarding salary increments.
4. To use as documentation for appropriate personnel action.

<b>Evaluation Time Line</b>
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**Deadline Date**

**Activities**

June 30	Manager to submit (1) written individual objectives as effected in manager's objectives, and (2) plans for own professional development (with input from evaluator). (Forms C and D)
November 30	Evaluator to have mid-year evaluation conference(s) completed for each manager.
February 1	Assistant Superintendents to submit to Superintendent mid-year evaluations and other documentation for managers who may be recommended for probation or an assignment change.
February 15	Evaluator to complete an evaluation conference with managers who may receive an assignment changes from the superintendent through the Personnel Division.
March 1	Managers who are to receive assignment changes will receive notification of their assignment changes from the Superintendent through the Personnel Department.
May 30	Evaluator to complete all final evaluation conferences with managers.
June 15	Managers must have any evaluation responses on file.
June 20	Assistant Superintendents to submit evaluations and responses from their divisions to Superintendent for review.
June 30	All evaluations and responses to be placed in personnel files in the Personnel Division.

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School Year

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Name of Classified Manager

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Name of Classified Manager \_\_\_\_\_ Assignment \_\_\_\_\_

Years in Present Assignment \_\_\_\_\_ Years in District \_\_\_\_\_

Check One: ☐ Mid-Year Report Date \_\_\_\_\_

☐ Year-End Report Date \_\_\_\_\_

**Instructions:** Use a check mark to rate the manager on each item. "Unsatisfactory," "Needs Improvement," and "Outstanding" ratings must be documented on Form A in Section III - Evaluator's Comments. Recommendations for improvement are also required if "Unsatisfactory" or "Needs Improvement" is checked. (Definitions for each rating are listed on the back side of this page.)

I. Performance Criteria		Not Assigned	Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
<b>1.0 Leadership/Management Skills</b>						
1.1	Actively assumes the leadership role by initiating new programs or procedures.					
1.2	Has a well-defined plan for accomplishing the goals of the division and district.					
1.3	Maintains a cohesive work group.					
1.4	Resolves problems and conflicts effectively.					
1.5	Implements and adheres to district, state, and federal rule and regulations for all programs in the district.					
1.6	Implements and adheres to district, state, and federal rules and regulations for all programs in the district.					
1.7	Makes effective decisions at level commensurate with assignment.					
1.8	Administers the provisions of the district's collective bargaining agreements accurately and effectively.					
1.9	Updates ongoing systems and programs systematically for a more current and efficient functioning department/school.					
1.10	Completes assignments and reports on time.					
1.11	Submits reports which are accurate and professional in appearance.					
1.12	Supervises staff effectively and provides appropriate assistance and staff development activities as needed.					
1.13	Provides channels for effective two-way communications with staff members.					

The primary role of classified personnel is to support and enhance the efforts of certificated personnel to achieve the purposes and goals of the schools adopted by the Governing Board.

### **Definition of Ratings**

<b>Outstanding</b>	Total performance is well above normal standards for the position. Outstanding performance must be noted in Section III.
<b>Satisfactory</b>	Consistently competent performance meeting standards for the position.
<b>Needs Improvement</b>	Performance periodically or regularly falls short of normal standards. Specific deficiencies must be noted in Section III. This evaluation indicates the evaluator's belief that the manager can and will make the necessary improvement.
<b>Unsatisfactory</b>	Performance clearly inadequate as explained or documented in Section III. Employee has demonstrated inability or unwillingness to improve or meet standards. Performance not acceptable for the position held.
<b>Not Assigned</b>	Performance in this area not presently required of this manager.

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I. Performance Criteria		Not Assigned	Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
<b><u>2.0 Job Effectiveness</u></b>						
2.1	Supports the educational process.					
2.1.1	Returns phone call in a timely fashion.					
2.1.2	Processes work requests in a timely fashion					
2.2	Initiates training for subordinates.					
2.3	Creates a climate where staff is expected to reach for higher standards and to meet higher expectations.					
2.4	Maintains a positive work climate.					
2.5	Evaluates the effectiveness of the department and takes action to improve and upgrade.					
2.6	Holds regularly scheduled meetings to plan and coordinate the program.					
2.7						
2.8						
2.9						
<b><u>3.0 Fiscal and Facilities Management</u></b>						
3.1	Maintains an office area that is neat and professional in appearance.					
3.2	Maintains accurate and up-to-date budgets and financial records for all programs.					
3.3	Maintains facilities that are safe for staff and clients.					
3.4	Keeps up-to-date inventories.					
3.5	Effectively allocates human, fiscal, and materials resources as needed for programs.					
3.6	Encourages and monitors for a clean, aesthetically attractive building, office and/or campus.					

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<b>I. Performance Criteria</b>		Not Assigned	Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
<b><u>4.0 Personal Traits</u></b>						
4.1	Demonstrates interest and enthusiasm in assignment.					
4.2	Maintains high standards of ethics, honesty, and integrity in assignment.					
4.3	Cooperates as a good team worker with other managers.					
4.4	Respects individual characteristics, talents, and potentialities of staff members.					
4.5	Understands, values and utilizes the cultural diversity in the school community.					
4.6	Handles all confidential matters in a professional manner.					
4.7	Gains the respect and the confidence of persons with whom the manager has professional contact.					
4.8	Maintains appropriate emotional control.					
4.9	Initiates programs, ideas, activities, suggestions, etc., for a more effective school.					

<b>II Data Collection Process for Evaluation</b>
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The evaluator is to describe how the data was gathered for evaluating the manager's performances. Where appropriate, include dates when the data was collected by evaluator or submitted by manager.

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**Form A**

**III****Evaluator's Comments**

The evaluator is to provide comments, commendations, recommendations and/or directions for improvement. Along with directions for improvement will be time lines for when the improvement will be accomplished. Documentation must be provided for any item that was rated Unsatisfactory, Needs Improvement, and/or Outstanding. (Attach additional sheets if necessary.)

**IV****Evaluator's Recommendation**☐

I recommend this manager for continued employment in the present position.

☐

I recommend this manager be given a probationary period to improve his/her performance. ("Improvement Plan" from the evaluator must be submitted if this box is checked.)

☐

I recommend this manager not be reemployed in an administrative position.

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Name of Classified Manager

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Date

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Evaluator's Signature

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Date

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**Form B**

**V**

**Manager's Comments**

The manager is to provide comments, responses and/or requests. If the manager disagrees with the contents of evaluation, the manager is to specifically name the item in the evaluation with which he/she disagrees and state the reasons for the disagreements.

**VI**

**Manager's Verification**

I verify that my evaluator held an evaluation conference with me reviewing the contents of this evaluation. My signature does not necessarily mean I agree with the contents of the evaluation, only that it has been reviewed with me.

\_\_\_\_\_  
Classified Manager's Signature

\_\_\_\_\_  
Date

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**Form C**

<b>VII.</b>	<b>Evaluation Objectives</b>
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Managers are to submit objectives for evaluation which are consistent with the division's objectives and which will lead toward accomplishing the goals of the Board of Education. The objectives are to be submitted to your evaluator for review and approved by June 30.

Manager's Objectives	Activities	To Be Completed By

(Use Reverse Side)



Manager's Objectives	Activities	To Be Completed By

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Classified Manager's Signature

Date

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Approved by Evaluator

Date

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**Form D**

**VIII**

**Evaluation Objectives**

Managers are to submit a plan for their own professional development. The plan should include activities for improving competencies identified by the evaluator as area(s) which need(s) improvement. This plan should be submitted to your evaluator by June 30.

\_\_\_\_\_  
Classified Manager's Signature      Date

\_\_\_\_\_  
Approved by Evaluator      Date