

EVALUATION/SUPERVISION OF CERTIFICATED MANAGERS

The Board of Trustees of the Oxnard Union High School District establishes and defines job responsibilities for management personnel. The evaluation and assessment of the competency of management personnel shall be based on:

1. The manager's progress toward goals, objectives and tasks, mutually agreed upon by the employee and the immediate supervisor and additional managers as appropriate; additional objectives may be indicated by the supervisor to fulfill yearly Board objectives and areas which strengthen the individual's performance.
2. General expectations of performance which recognize professional responsibility, ethics, positive attitude, and accountability related to job duties, and
3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the Board.
4. Additional factors as determined by the Superintendent.

The evaluation shall respect the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his/her effectiveness.

Each manager shall be evaluated formally at least once every school year. Evaluation is a continuous process and may occur between scheduled periods at the request of the manager's immediate supervisor or other supervisors with proper authority.

Formal management evaluations shall be recorded in writing on a form prescribed by the Superintendent. The evaluation shall include recommendations for improvement, if needed, as provisions for assistance by the District when deemed appropriate. As much assistance as possible shall be provided by the district.

The evaluation report must be signed by the evaluator and the evaluatee and may be reviewed by the evaluator's immediate supervisor at the request of either party. A copy of the report shall be given to the administrator within fifteen (15) working days following the evaluation. The employee may provide a written response to the evaluation at any time up to ten (10) days after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

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Any appeal during the annual evaluation process shall go to the next highest

supervisor.

Legal Reference:

EDUCATION CODE

33039	State Guidelines for Teacher Evaluation Procedures
35160.5	Requirement of District Policies for Competency of Personnel Assigned to Evaluate
35171	Availability of Rules and Regulations for Evaluation of Performance
44660-44665:	Evaluation and Assessment of Performance of Certificated Employees
45113:	Rules and Regulations for the Classified Service in Districts Not Incorporating the Merit System

GOVERNMENT CODE

3543.2	Scope of Representation (Regarding Evaluation Procedures)
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ADOPTED: 9/23/82; Rev. 9/83, 1/27/87

REVISION/REDESIGNATION: 2/23/94 (BP 317 -Evaluation/Supervision of Certificated Managers)

EVALUATION/SUPERVISION OF CERTIFICATED MANAGERS

The evaluation procedure of certificated managers shall require the establishment of performance objectives for all management personnel. The line-relationship related to evaluation of management personnel is as follows:

<u>Evaluatee</u>	<u>Evaluator</u>
Assistant Business Manager	Assistant Superintendent - Business Services
Assistant Principal	Principal
Assistant Superintendent	Superintendent
Coordinator of Bilingual Education	Assistant Superintendent Educational Services
Coordinator, Special Projects/ Grants Procurement	Principal of Adult Education
Coordinator, Staff Development	Director of Personnel
Director	Assistant Superintendent - Educational Services
Director of Personnel	Superintendent
Principal	Superintendent

The performance objectives shall be stated in measurable terms, shall be reduced to writing, and signed by all parties. Performance objectives shall be within the scope of the individual manager's job description, and may include such Board goals and objectives as consistent with the current job description.

Evaluations shall be based upon the extent to which performance objectives are accomplished and the daily assigned responsibilities are carried out.

Such inherent requirements of a management position as mental, emotional and physical health and constructive interpersonal relationships may, consistent with legal provisions, be included in the evaluation.

The calendar for annual evaluation of management personnel shall provide for the following:

- a. Performance objectives will be established by October 15 of each year.
- b. Preliminary evaluation, if necessary, will be given in writing prior to March 15 after a conference with the individual and the designated supervisors.

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- c. The final evaluation will be given in writing prior to July 15 after a conference with the individual's designated supervisors. Any evaluation which contains adverse commentary shall include means of assistance to facilitate improvement of performance. Suggestions for improvement shall be stated in a positive manner. The Director of Personnel shall be notified by the immediate supervisor of an evaluation containing adverse comments. The Director of Personnel shall be responsible to oversee the assistance rendered, monitor improvement of performance, and shall participate in the evaluation prior to March 15.
- d. The above evaluation dates may be adjusted by the Superintendent as deemed necessary.
- e. In the event the person being evaluated or the evaluator so requests, the Director of Personnel shall join the evaluation process to assure compliance with the process and substance of Board Policy 4315.