

## **INSTRUCTIONS**

### **PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED ADMINISTRATORS**

1. The factors evaluated in this appraisal relate to typical duties and responsibilities of administrators who are involved in planning, organizing, directing, controlling and staffing activities.
2. Evaluation of the factors identified must be based on observation and knowledge of the individual administrator for the period covered by the evaluation.
3. If any factor is given a rating of 1 (limited), the following must be included in Section VI of the evaluation as part of the performance objective:
  - a. A statement of the problem or concern
  - b. The desired improvement
  - c. Suggestions as to how to improve
  - d. Assistance to be provided
4. Evaluations are to be conducted yearly, in June. However, administrative evaluations should be conducted more frequently if the administrator is experiencing difficulty meeting one or more performance objectives.
5. Emphasis is placed on the importance of a candid and direct discussion of the factors evaluated at the time of the evaluation. If there is a question regarding appropriateness of assigned duties or position classification, a written statement of duties and responsibilities should be prepared by the employee for further discussion or possible classification action.
6. Distribution: Original to the evaluator; copy to the employee.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Personnel Commission  
**PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED ADMINISTRATORS**

Administrator's Name	Employee No.	Class Title
Period Covered by this Evaluation	Location	

Evaluate the administrator's performance for the period covered as it relates to his/her effectiveness in the factors listed. Write the number which corresponds to your evaluation on the line next to the factor utilizing the following scale:  
 0. Not Applicable (N/A)      1. Limited      2. Acceptable      3. Good      4. Strong      5. Exceptional

**I. BUDGET AND FINANCIAL MANAGEMENT**

- A. Maintained overall accountability for budget administration A. \_\_\_\_\_
- B. Applied and maintained expenditure controls B. \_\_\_\_\_
- C. Established and maintained position controls C. \_\_\_\_\_
- D. Anticipated future budget and financial concerns D. \_\_\_\_\_
- E. Provided direction to staff in their budget and financial activities E. \_\_\_\_\_
- F. Established and implemented practices and procedures to decrease costs F. \_\_\_\_\_

Comments:

**II. ORGANIZATIONAL MANAGEMENT**

- A. Implemented realistic short/long-range plans A. \_\_\_\_\_
- B. Assessed organizational needs & established realistic goals, objectives & priorities B. \_\_\_\_\_
- C. Delegated appropriate authority to subordinates to meet organizational goals, objectives and priorities C. \_\_\_\_\_
- D. Established & exercised effective controls to insure commitments were met D. \_\_\_\_\_
- E. Initiated programs & procedures which increased organizational productivity and effectiveness E. \_\_\_\_\_
- F. Developed and/or maintained an effective and cohesive management team F. \_\_\_\_\_

Comments:

**III. PERSONNEL & LABOR RELATIONS MANAGEMENT**

- A. Established performance standards for subordinate managers and supervisors A. \_\_\_\_\_
- B. Assessed and met staffing needs at all levels of the organization within budget limitations B. \_\_\_\_\_
- C. Established and maintained staff training and development programs, as needed C. \_\_\_\_\_
- D. Applied established personnel rules, policies and practices uniformly and consistently; applied affirmative action and equal employment opportunity policies D. \_\_\_\_\_
- E. Familiarized subordinate managers and supervisors of collective bargaining provisions and assured that commitments of labor agreements were fulfilled E. \_\_\_\_\_
- F. Provided input to the development of collective bargaining proposals F. \_\_\_\_\_
- G. Detected and resolved potential employer-employee relations problems at early stages G. \_\_\_\_\_
- H. Initiated and recommended appropriate actions related to employee discipline at all levels H. \_\_\_\_\_
- I. Ensured employee and departmental compliance with safety regulations I. \_\_\_\_\_

Comments:

**IV. ORGANIZATIONAL COMMUNICATIONS**

- A. Prepared or directed the preparation of accurate, comprehensive and timely written reports A. \_\_\_\_\_
- B. Presented clear, direct, comprehensive and persuasive oral reports B. \_\_\_\_\_
- C. Communicated responses to requests for information in an accurate and timely manner C. \_\_\_\_\_
- D. Informed superiors and subordinates of pertinent information and other communications D. \_\_\_\_\_

Comments:

**V. ORGANIZATIONAL REPRESENTATION AND PUBLIC RELATIONS**

- A. Presented a positive image of the organization to individuals, groups, and the media, orally and in writing A. \_\_\_\_\_
- B. Gained support to fulfill organizational goals and objectives from various agencies and clientele groups B. \_\_\_\_\_
- C. Encouraged subordinate staff to engage in cooperative, supportive efforts with other organizational units C. \_\_\_\_\_

Comments:

**VI. PERFORMANCE OBJECTIVES:** This section should be completed by the evaluator to identify ways in which job performance can be developed or improved.  
Primary Performance Objective:

Other Objectives:

Administrator's signature does not necessarily imply agreement with the evaluation. If desired, the administrator may attach a written statement.

Signature of Evaluator	Title	Date
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Signature of Administrator	Title	Date
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Signature of Reviewer (optional)	Title	Date
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