

Name: \_\_\_\_\_ Location: \_\_\_\_\_ State: \_\_\_\_\_  
 Employee ID: \_\_\_\_\_ Status: \_\_\_\_\_ Date: \_\_\_\_\_  
 School/Section: El Camino Real Charter High School  
 Position: \_\_\_\_\_ Year in Present Position: \_\_\_\_\_ Subject Description: \_\_\_\_\_

**Conference Dates**

**Area of Evaluation**

**1. COMMUNICATIONS DIMENSIONS**

	Meets Standard Performance	Below Standard Performance
1. Oral Communications: This dimension includes behavior related to how messages are delivered-not content of message.	<input type="radio"/>	<input type="radio"/>
2. Utilizes effective expression in individual or group situations and when speaking extemporaneously -including gestures and appropriate nonverbal communication.	<input type="radio"/>	<input type="radio"/>
3. Organization is evident.	<input type="radio"/>	<input type="radio"/>
4. Written Communication: This dimension expresses ideas in writing.	<input type="radio"/>	<input type="radio"/>
5. Clear expression of ideas with good grammatical form (includes the plan or format)	<input type="radio"/>	<input type="radio"/>
6. Good clarity and manner of expression.	<input type="radio"/>	<input type="radio"/>

**COMMENTS:**

**2. DECISION-MAKING DIMENSIONS**

	Meets Standard Performance	Below Standard Performance
1. Analysis,Judgment, Decisiveness,Extra-Organizational Sensitivity	<input type="radio"/>	<input type="radio"/>
2. Securing relevant information	<input type="radio"/>	<input type="radio"/>
3. Relating and comparing data from sources	<input type="radio"/>	<input type="radio"/>
4. Identifying cause and effect relationships	<input type="radio"/>	<input type="radio"/>
5. Judgement: Decision making	<input type="radio"/>	<input type="radio"/>
6. Developing alternative courses of action	<input type="radio"/>	<input type="radio"/>
7. Decisions reflect on factual information and are based on logical assumptions	<input type="radio"/>	<input type="radio"/>
8. Utilize organizational resources	<input type="radio"/>	<input type="radio"/>
9. Make decisions, render judgement, take action or commit oneself	<input type="radio"/>	<input type="radio"/>
10.Perceiving the impact and implication of decisions on various ethnic groups	<input type="radio"/>	<input type="radio"/>
11.Demonstrate sensitivity to various cultural and ethnic groups	<input type="radio"/>	<input type="radio"/>

**COMMENTS:**

**3. MANAGEMENT DIMENSIONS**

	Meets Standard Performance	Below Standard Performance
1. Planing and Organizing,Delegation and Follow-Up	<input type="radio"/>	<input type="radio"/>
2. Establishing a course of action for self and/or others to accomplish a specific goal	<input type="radio"/>	<input type="radio"/>
3. Planning the proper assignment of personnel	<input type="radio"/>	<input type="radio"/>
4. Demonstrates appropriate allocation of resources	<input type="radio"/>	<input type="radio"/>
5. Effectively utilizing staff	<input type="radio"/>	<input type="radio"/>
6. Allocation decisions-making and other responsibilities to appropriate staff members	<input type="radio"/>	<input type="radio"/>
7. Follow-up on duties allocated	<input type="radio"/>	<input type="radio"/>

**COMMENTS:**

**4. INTERPERSONAL DIMENSIONS**

	Meets Standard Performance	Below Standard Performance
1. Development of Staff Members,Leadership and Influence,Instructional Leadership	<input type="radio"/>	<input type="radio"/>
2. Assessing career potential	<input type="radio"/>	<input type="radio"/>
3. Providing development and training activities to enhance job performance	<input type="radio"/>	<input type="radio"/>
4. Utilize appropriate interpersonal styles and methods in guiding individual and groups toward task accomplishments	<input type="radio"/>	<input type="radio"/>
5. Build cohesiveness among school community	<input type="radio"/>	<input type="radio"/>
6. Build cooperation among school community	<input type="radio"/>	<input type="radio"/>
7. Facilitate group process and conflict resolution	<input type="radio"/>	<input type="radio"/>
8. Systematically assess needs	<input type="radio"/>	<input type="radio"/>
9. Develop and implement an instructional program that responds to identified needs	<input type="radio"/>	<input type="radio"/>

**COMMENTS:**

**5. PERSONAL DIMENSIONS**

	Meets Standard Performance	Below Standard Performance
1. Initiative/Innovativeness	<input type="radio"/>	<input type="radio"/>
2. Develop goals and monitor the program's effectiveness	<input type="radio"/>	<input type="radio"/>
3. Achieve goals beyond what is necessarily called for	<input type="radio"/>	<input type="radio"/>
4. Originating action	<input type="radio"/>	<input type="radio"/>
5. Develop unique and creative solutions to complex problems	<input type="radio"/>	<input type="radio"/>

**COMMENTS:**

**6. PUNCTUALITY AND ATTENDANCE**

No. of Days Absent:

No. of Times Tardy:

**7. OVERALL EVALUATION**

- ☐ Meet Standard Performance  
☐ Below Standard Performance

**Commendations:**

**Recommendations:**

**Recommended Assistance:**

**To be evaluated Next year :**

- ☐ Yes  
☒ No

**Evaluator Signature**

**Evaluator Name**

\_\_\_\_\_

\_\_\_\_\_

**Title**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Employee ID**

\_\_\_\_\_

I have received a copy of this report, but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten(10) working days from the date on which the report was received. This written response is to become a permanent part of the report and of my personnel service folder.

**Employee Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Comments Cont'd...**

**1. COMMUNICATIN DIMENSIONS**

**2. DECISION-MAKING DIMENSIONS**

**3. MANAGEMENT DIMENSIONS**

**4. INTERPERSONAL DIMENSIONS**

**5. PERSONAL DIMENSIONS**

**7. OVERALL EVALUATION**

**Commendations:**

**Recommendations:**

**Recommended Assistance:**

**Note :** This electronic document should not be considered the Final Evaluation  
 Only an Evaluation that is signed by the Evaluator and the Employee, should be considered the Final Evaluation