



Management Evaluation Self-Assessment

Name: _____ Position Title: _____

Department: _____ Evaluator: _____

Purpose	Rating Key
<p>The evaluation procedure is a cooperative process designed to:</p> <ul style="list-style-type: none"> • Promote the achievement of goals and objectives of the County Office and its programs; • Provide a process of two-way communication to evaluate job performance; • Clarify abilities and specific indicators most critical to job performance; • Offer suggestions and direction regarding desired performance and improvement; 	<p>E = Exceeds Standards M = Meets Standards – Successfully achieves standards. W = Work Progressing – Identified for continued growth. F = Fails to Meet Standards – Does not meet standards. X = Not Observed – Not Applicable</p>

- Increase the employee's understanding of performance from the supervisor's viewpoint; and
- Provide a formal method of recognizing staff achievement and growth.

SERVICE	Rating				
Responds promptly to internal/external clients; provides direction, assistance, training and support.	E	M	W	F	X
Accepts responsibility for resolving problems and promptly implements strategies					
Collects pertinent data to assist with service delivery					
Develops procedures resulting in continuous improvement					
Evaluates service(s) from the client's point of view; invites suggestions for improvement					
Treats internal/external clients with courtesy and respect					

COMMUNICATION	Rating				
Provides ideas, concepts and information clearly and concisely in both oral and written forms.	E	M	W	F	X
Keeps supervisor/superintendent apprised of potential problems and situations					
Demonstrates skill in working with group process					
Intercedes in disputes or disagreements to reconcile them					
Is readily accessible and receptive to staff and clients					
Provides clear and accurate information					
Represents MCOE effectively in responding to questions, inquiries and complaints					
Solicits input from those affected by decisions as appropriate					
Writes accurate and complete reports					

FISCAL MANAGEMENT	Rating				
Develops and administers program budget(s); anticipates and manages revenue and expenditure needs and changes.	E	M	W	F	X
Considers financial impact of decisions					
Maintains accurate financial records					
Demonstrates appropriate knowledge of the federal, state and MCOE budgeting requirements and procedures					
Implements sound budgetary procedures					

LEADERSHIP & ADMINISTRATION	Rating				
Motivates, challenges and guides to improve educational programs and maintains group cohesiveness.	E	M	W	F	X
Articulates department mission and goals, translating them into programs and monitoring their implementation					
Works collaboratively with districts and other agencies					
Assumes responsibility for administration of contracts, negotiated agreements					
Facilitates programs and facilities and advises supervisor of plans to develop/implement desired improvements					
Delegates responsibility, monitors and provides support					
Is a visible leader, maintaining frequent contact with staff and other agency personnel					
Conducts operations that provide effective employee relations and contributes to individual/group motivation and morale					
Coordinates work of administrative staff, provides counsel and motivation and fosters a spirit of cooperation					
Provides effective orientation and support to staff throughout the year					
Makes decisions in a timely manner					
Ensures MCOE operating procedures are implemented					

RELATIONSHIPS Establishes and maintains collaborative working relationships with individuals, groups, and agencies.	Rating				
	E	M	W	F	X
Exhibits cultural awareness and sensitivity to diverse groups					
Responds professionally to suggestions, instructions, and improvement strategies					
Uses discretion and consideration in speaking of MCOE and other agencies, staff and colleagues					
Manages conflict effectively; helps others arrive at mutually acceptable solutions					
Takes calculated risks based on sound decision making					
Builds professional relationships with stakeholders					

DECISION-MAKING & JUDGMENT Analyzes data and situation(s); makes recommendations and solves problems efficiently and effectively.	Rating				
	E	M	W	F	X
Uses relevant and accurate data and information to make decisions					
Accepts responsibility for decisions, program outcomes, personnel and staff interactions					
Assumes leadership in solving problems					
Considers legal aspects and MCOE policies and procedures when making decisions					
Identifies recurring problems which may need a policy or procedure established as a solution					
Informs those affected by decisions and changes in procedures					

WORK ENVIRONMENT Ensures proper on-going maintenance and operation of facility; provides a safe and healthful environment.	Rating				
	E	M	W	F	X
Implements a schedule for visitations to assigned classes and program(s)					
Knows and implements MCOE policies and procedures regarding health and safety					
Plans for upgrading resources, facilities, equipment and supplies					
Provides on-going training of staff on safe and healthful work habits					
Responds to concerns of staff and others in regard to health and safety issues; takes corrective action as appropriate					

PERSONNEL Applies MCOE personnel policies; motivate, challenge and guide others in the improvement of educational programs.	Rating				
	E	M	W	F	X
Develops and contributes handbooks, manuals and other informative material related to personnel management; oversees implementation					
Follows guidelines and contractual agreements for hiring, transferring and retaining staff.					
Oversees and coordinates staff development and training program(s)					
Recognizes staff members for significant achievement and contribution					

PERFORMANCE APPRAISAL Evaluates staff performance toward program objectives; observes and documents performance, designs data-based improvement process.	Rating				
	E	M	W	F	X
Establishes and communicates clear performance expectations					
Oversees all procedural and contractual obligations with regard to staff appraisal					
Works cooperatively with administrators to develop goals					

PROFESSIONAL GROWTH Maintains and improves professional skills and knowledge; receptive to change.	Rating				
	E	M	W	F	X
Assesses own abilities, monitors own performance to determine personal in-service needs					
Demonstrates commitment to the continuing professional development of self and others					
Keeps informed of current thought and practices by advanced study, visiting other programs and attending conferences					
Knows and understands current legislation that impacts area of responsibility					
Participates in professional job-related organizations and groups					

Accomplishments:

Growth Goals:

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

**SIGNATURE DOES NOT INDICATE AGREEMENT. A WRITTEN
RESPONSE MAY BE ATTACHED WITHIN 10 DAYS.**

Make Copies for Employee and Supervisor

mp 3/11/21