

ADMINISTRATIVE CIRCULAR NO. 37

Office of the Chief Human Resource Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 1, 2019

To: Area Superintendents, School Principals, Vice Principals, Division and Department Heads

Subject: EVALUATION OF MANAGEMENT AND SUPERVISORY EMPLOYEES INCLUDING VICE PRINCIPALS

Department and/or Persons Concerned: Central Office Management and Supervisory Employees

Due Date: See attached

Action Requested: Evaluate staff by due dates. Notify Human Resource Services Division (HRSD) of corrections to staffing report of evaluated employee.

Brief Explanation:

The evaluation of our leaders is one of the most important responsibilities of management personnel. Your cooperation is essential to ensure that significant, challenging objectives are established; the degree of achievement is carefully evaluated; and the process takes place within the timelines established by the collective negotiations contract and/ district procedure. The attachments contain timelines designed to assist you in scheduling each step of this process on your calendar to meet contract deadlines.

Please consider the following points as you administer this year's evaluation cycle:

1. AASD Classified (Article 9 in the Collective Negotiations Contract).
 - a. All probationary should be evaluated at least twice, prior to the end of the sixth (6th month), and once prior to the end of the eleventh (11th) month of each employee's probationary period.
 - b. All permanent employees are to be evaluated annually.
 - c. Link to evaluation forms:
 - i. [Performance Evaluation Report, Classified Personnel- Supervisory](#)
 - ii. [Performance Evaluation Addendum](#) (for "requires improvement" or "unsatisfactory reports").
2. AASD Certificated Central Office Managers and Supervisory employees are to be evaluated annually.
 - a. Link to evaluation procedure: [Administrative Procedure 7745- Evaluation of Management Employees](#)
 - b. Link to evaluation forms:
 - i. [Criteria for Senior Management Evaluation](#) (all Central Office Administrators except direct reports to the Superintendent)

3. Non Represented managers are to be evaluated annually.
 - a. Link to evaluation procedure: [Administrative Procedure 7745- Evaluation of Management Employees](#)
 - b. Link to evaluation forms:
 - i. [Criteria for Senior Management Evaluation](#) (all Central Office Administrators except direct reports to the Superintendent)
 - ii. [Criteria for Executive Evaluation](#) (direct reports to the Superintendent)

4. Vice Principals are to be evaluated annually.
 - a. Link to evaluation procedure: [Administrative Procedure 7745- Evaluation of Management Employees](#)
 - b. Link to evaluation forms:
 - i. [School Site Management Performance Evaluation Report](#) (Vice Principals only).
 - ii. [Vice Principal Evaluation Timeline](#)

5. Link to: [How to Prepare and Implement an Improvement Plan](#) for any management employee for whom there are concerns relating to job performance; please notify me as early in the process as possible for support.

6. After the final evaluations are completed, you must input the overall summary rating into the Performance Management system in PeopleSoft by the end of the school year. The enclosed job aid provides explicit instructions on how to access this module. Link to the job aid: [Entering a Performance Evaluation Summary into PeopleSoft](#)

For questions regarding this process, please email me at athede@sandi.net

APPROVED:



Acacia Thede
Chief Human Resource Officer