



# RIVERSIDE COUNTY OFFICE OF EDUCATION *Strategic Plan*

## Our Foundations

### *Pledge*

Every student in Riverside County will graduate from high school academically and socially prepared for college, the workforce, and civic responsibility.

### *Mission*

The mission of the Riverside County Office of Education is to ensure the success of all students through extraordinary service, support, and partnerships.

### *Vision*

The vision of the Riverside County Office of Education is to be a collaborative organization characterized by the highest quality employees providing leadership, programs, and services to school districts, schools, and students countywide.

## Our Focus

### SUPERINTENDENT'S *Initiatives*

**Equity & Inclusive Practices** 

**FINANCIAL LITERACY** 

**LITERACY 5<sup>TH</sup> BY GRADE** 

**Mental HEALTH** 

## Our Goals

### GOAL 1

Enhance Communication

### GOAL 2

Maximize Employee Engagement

### GOAL 3

Embrace Building Relationships

### GOAL 4

Pursue Collaboration & Partnerships





# Leadership Team Employee Performance Review

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Worksite: \_\_\_\_\_ Department: \_\_\_\_\_ Division: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Evaluation Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Certificated

Classified:  Probationary or  Permanent

Goal Setting Conference \_\_\_\_\_ Date: \_\_\_\_\_

As a Management Leadership Team member, I will support the Superintendent's Initiatives through the following goals:

Enhance Communication	Maximize Employee Engagement	Embrace Building Relationships	Pursue Collaboration and Partnerships

### Enhance Communication

1. Effectively engages in courageous conversations.
2. Provides timely and relevant updates.
3. Conducts meetings in an effective manner.
4. Is considered a knowledgeable specialist in the area assigned.
5. Resolves conflicts at the lowest level.
6. Involves staff in decision making appropriate to the situation.
7. Listens to others' concerns with understanding.
8. Clearly and consistently communicates the organizational vision.
9. Secures appropriate input prior to making a decision; properly explains reasons for a decision to those impacted.
10. Provides an environment for positive two-way communication.
11. Solicits and gives attention to the problems and opinions of all groups in a courteous manner.
12. Employs effective oral and written skills.

Achieving Standards	Needs Improvement	Unsatisfactory	Not Applicable
1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Comments:**

	Achieving Standards	Needs Improvement	Unsatisfactory	Not Applicable
	1	2	3	4
<b>Maximize Employee Engagement</b>				
1. Establishes a culture of extraordinary service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Leverages employee strengths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Builds capacity and develops staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Stimulates and motivates employees to greater accomplishments/attainment of goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Secures “buy-in” to organizational policies, regulations, and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Causes the staff to work as a dedicated professional unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Deploys staff in a productive and efficient manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Effectively selects, monitors, and evaluates personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

	1	2	3	4
<b>Embrace Building Relationships</b>				
1. Fosters Trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Acknowledges and celebrates diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Promotes inclusivity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Establishes and maintains positive climate that encourages employees to use and improve their skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Promotes and highlights positive achievement of school, staff and students, or department/division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Maintains and/or enhances internal and external customer satisfaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Displays a sense of humor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Creates a sense of trustworthiness and loyalty in professional relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is considerate and courteous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Encourages employee wellness and incorporates wellness activities in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

	Achieving Standards	Needs Improvement	Unsatisfactory	Not Applicable
	1	2	3	4
<b>Pursue Collaboration and Partnerships</b>				
1. Works across divisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Partners across the county, internally and externally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Engages districts as partners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Utilizes resources in an efficient, effective, and innovative manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperates with other community agencies while representing the best interests of the county office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Strives to develop friendly and cooperative relationships with news media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Supports activities to foster literacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

	1	2	3	4
<b>Budget and Facility</b>				
1. Maintains fiscal solvency for the school site, department, or the division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Follows established business procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintains attractive and safe facilities and attends to facilities needs in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Utilizes fiscal resources effectively to meet goals and priorities of the department or school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plans and organizes one to two years ahead.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Takes action to avoid a fiscal crisis within the current fiscal year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Supports activities for student and employee financial literacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

	Achieving Standards	Needs Improvement	Unsatisfactory	Not Applicable
	1	2	3	4
<b>Leadership</b>				
1. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates appropriate technical and conceptual skills for the position. Keeps up with new technology and professional developments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Time management reflects a focus on the most important priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Portrays a professional image in dress and grooming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Establishes realistic and attainable goals for school, department or division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Identifies, analyzes, and solves problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Makes decisions based on facts, fairness and organizational goals/priorities and assumes responsibility for them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Administers policies and regulations, either personally, or by assuring implementation through delegation, to appropriate staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Utilizes research-based information in program development, implementation, and evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Adapts leadership style to situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is recognized as the education leader of the school, department, or division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sets an example by modeling expected behaviors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Ensures understanding of, support for, and compliance with organizational policies, regulations, and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

**Summary Evaluation**

Areas of strength in job performance during the past year? Cite evidence of exceptional performance.	
Suggested opportunities for professional growth or development?	
Areas in need of improvement during the coming year?	

**Overall Evaluation:**     Meets Expectations     Needs Improvement     Unsatisfactory

**Next Evaluation Due:**     One Year                       Two Years                       Other (not to exceed two years): \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Head Name: \_\_\_\_\_ Division Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Signature of employee indicates the above Performance Review was discussed with the reviewer and does not necessarily indicate agreement on the part of the employee. If the employee disagrees with the above review, the employee may submit a written statement to the division head within ten (10) working days from receipt of the review. The employee's statement will be attached to the Performance Review and submitted to the employee's personnel file.

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# Leadership Team Employee Performance Review

## Evaluation Legend

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**Please note: this page does not need to be attached to the performance review.  
It is meant to be a tool in completing the performance review.**

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**Achieving Standards** – Provides consistent, extraordinary service and leadership. Takes initiative to prevent problems; willing to take risks to improve system-wide organizational change; makes meaningful change in his/her unit of responsibility. Expertly carries out the responsibilities of the job classification. Accepts accountability for the functional responsibilities of the job. Learns and accommodates from past errors and successes.

**Needs Improvement** – Does not consistently provide efficiency in all functional responsibilities of the job. May demonstrate proficiency in some elements of the job; however, does not meet all standards of the job consistently. Failure to achieve needed improvements in a timely manner would become an “unsatisfactory” performance level.

**Unsatisfactory** – Provides little demonstrable evidence of an ability to consistently meet the standards of the job. Does not accept responsibility for errors/mistakes and does not learn from them. Shows little professional growth since entry into the job.

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