

SPECIALIST, DATA QUALITY AND COMPLIANCE
Summative Appraisal Form

Name _____

School Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Data Quality and Compliance

- ___ 1. Thoroughly read, understand, and implement the Texas Education Data Standards (TEDS) and Student Attendance Accounting Handbook (SAAH).
- ___ 2. Monitor attendance procedures, accuracy, and timeliness of data entry into the district's computer-based attendance system. Conduct on-site visits to audit data for adherence to federal, state and/or local regulations, procedures, and documentation requirements in areas related to district funding and compliance; ensure proper student accounting practices per the TEA Student Attendance Accounting Handbook (SAAH).
- ___ 3. Incorporate changes from the Texas Education Agency (TEA) regarding attendance and reporting requirements into the district's attendance policy and procedures handbook.
- ___ 4. Create, maintain, and file physical and computerized reports, student records, and other supporting documentation as required by the SAAH and the Texas State Records Retention Schedule.
- ___ 5. Prepare daily, weekly and/or monthly attendance reports; analyze for completeness and distribute to appropriate central office staff and/or departments for analysis, verification, and correction; generate and distribute end-of-term/year honor roll and perfect attendance reports.

- ___6. Establish timelines for gathering attendance and discipline data for school board reporting.
- ___7. Identify concerns with the student information system (SIS) that affect funding, compliance, and/or the reporting of quality data; coordinate with the director when submitting service calls to the vendor for possible solutions.
- ___8. Assist departments and campuses to reconcile student special programs enrollment to enrollment posting in campus attendance registers.
- ___9. Conduct trainings for designated para-professional campus staff on attendance procedures, accuracy and timeliness of data entry into the SIS.
- ___10. Attend and assist with in-service trainings, department meetings, and workshops assist campuses in the grade reporting process; conduct on-campus gradebook training as requested.

COMMENTS: _____

Ethics

- ___11. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- ___12. Maintain confidentiality of all data and files.
- ___13. Safeguard against unauthorized access to assigned computer system and electronic data

COMMENTS: _____

Other

- ___14. Keep informed of and comply with all state and district policies and regulations concerning primary job functions.
- ___15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- ___16. Perform all other task and duties as assigned.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- ___ Renewal and/or Extension of Assignment
- ___ Non-renewal of Assignment
- ___ Termination of Assignment
- ___ Non-extension of Assignment

Administrator (Print Name)

Date

Administrator (Signature)

Date

Employee's Signature

Date