

COORDINATOR, HUMAN RESOURCES
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

Employment

- ____1. Works cooperatively with the Chief Human Resources Officer to help define human resource needs.
- ____2. Monitors a variety of processes for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- ____3. Coordinates employment process (e.g. processing applications, inputting substitute data, analyzing transcripts and references, preparing announcements of vacancies, retention of substitutes, interim positions, permanent positions, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- ____4. Develops a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- ____5. Responds to written and verbal inquiries from a variety of internal and external sources (e.g. substitutes, teachers, administrators, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
- ____6. Supports the Chief Human Resources Officer for the purpose of assisting in the performance of their work activities.
- ____7. Assists in the development recruitment and retention strategies for District personnel. Including recommending, scheduling, and attending job fairs.
- ____8. Works with campus administrators to aide them in the selection process for employees.

- ____9. Works with staff to ensure all employees have proper background screenings including employees, volunteers, and vendors.
- ____10. Coordinates state and national criminal background checks utilizing the Texas Department of Public Safety (TXDPS), Clearinghouse following Senate Bill 9 fingerprinting requirements.
- ____11. Maintains current knowledge of laws, rules, and regulations relating to issues of labor and employment including EEOC, ELSA, Title IX, and District Policy.
- ____12. Informs the Chief Human Resources Officer of the employment status of personnel and any problem relating to or affecting staff.
- ____13. Ensures all federal and state status applicable to equal employment opportunity and minority practices are carefully observed and practiced by all District staff.
- ____14. Maintains records as required by the federal, state government, and board policies and assist in the preparation of reports.
- ____15. Prepares and revises of all professional and paraprofessional job descriptions as well as job evaluation and classifications.
- ____16. Assist in planning, facilitating and presenting staff development on topics of legal significance.
- ____17. Assists with job assignments, reassignments, transfers, of professional/support staff including preparation of new hire and employee reassignment letters.
- ____18. Monitors District vacancy and employment needs.
- ____19. Participates in professional development activities to maintain current knowledge of human resource rules, regulations, and practices appropriate to the job assignment.
- ____20. Reviews, monitors, analyzes, reports, and makes recommendations for the improvement and ongoing effectiveness of Human Resources Department.
- ____21. Uses information and insights provided through assessment instruments, the District appraisal process, surveys, feedback from supervisors, and professional development programs to improve job related performance.
- ____22. Demonstrates behavior that is professional, ethical and responsible, as well as serving as a role model for all District staff.

COMMENTS: _____

Certification and Licensing

- ____23. Assists applicants and employees with certification applications. Verifies certification with the Texas State Board for Educator Certification (SBEC), universities, colleges, alternative certification programs, and education agencies in other states.
- ____24. Assists applicants with the certification process to include the Statement of Qualifications (SOQ). Coordinates with appropriate universities to obtain the CERT-014 (Approval for Vocational Instruction) and CERT-003R93 (Deficiency Plan). Upon approval from SBEC makes the necessary payroll updates.
- ____25. Processes SBEC permit applications and monitors certification status.
- ____26. Tracks certification, testing and permit status and communicates with employees to ensure completion of certification requirements and to ensure renewal of Standard certifications are completed prior to the expiration dates.
- ____27. Serves as the point of contact for administrators, employees and applicants on certification issues.

____28. Attends trainings to maintain current with job requirements.

COMMENTS: _____

Payroll and Budgeting

____29. Inputs of new hire demographics with assignment, credentials and Board/Superintendent Approved Salary.

____30. Exports payroll data to the payroll department for each bi-monthly payroll.

____31. Oversees and submits information required for processing auxiliary and para-professional employees to payroll.

COMMENTS: _____

Records, Reports, and Correspondence

____32. Assists in analyzing data from exit interview.

____33. Inputs demographic information to process background checks on prospective employees/substitutes/volunteers and maintain records.

____34. Meets with all Applicants or Volunteers to resolve any background issues and discuss with Chief Human Resources Officer.

____35. Meets with many applicants to answer questions regarding requirements for vacancies.

____36. Obtains all documents necessary for fingerprint and schedules appointments and reviews results on all employees.

____37. Maintains all fingerprint information and records.

COMMENTS: _____

Other

____38. Provides support to campus personnel as needed.

____39. Works collaboratively with the Human Resource Information Systems Coordinator.

____40. Assists the Chief Human Resources Officer with other personnel issues as requested.

____41. Reviews interview lists and recommendations on all new hires and assists when necessary to assure proper documentation.

____42. Prepares the Professional new hire board agenda spreadsheet for monthly and called meetings.

____43. Performs other duties assigned by supervisor.

____44. Maintains confidentiality of information.

____45. Available for training sessions to para professional employees as needed.

COMMENTS: _____

Supervisory Responsibilities

____46. Supervises and provides guidance in the absence of the Chief Human Resources Officer.

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's (Signature)

Date

Employee's Signature

Date