

**DIRECTOR OF CTE  
Summative Appraisal Form**

Name \_\_\_\_\_ 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**

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

**JOB PERFORMANCE STATEMENTS**

**Records, Reports and Correspondence**

- \_\_\_\_1. Works cooperatively with school administration to ensure that students' progress is evaluated on a regular, systematic basis, and that findings are used to make career and technical programs more effective.
- \_\_\_\_2. Facilitates planning and application of technologies in career and technical education program.
- \_\_\_\_3. Works cooperatively with school administration to obtain and use evaluative findings (including student achievement data) to gauge program effectiveness.
- \_\_\_\_4. Ensures that curriculum renewal is continuous and responsive to student needs.
- \_\_\_\_5. Provides career exploration and awareness resources and testing materials to campuses.
- \_\_\_\_6. Serves on state and local committees including Dual Credit and Middle Rio Grande Workforce Solutions committees as requested.
- \_\_\_\_7. Ensures that student admission criterion for each career and technical education program is established and meets district and state guidelines.
- \_\_\_\_8. Identifies and defines local job opportunities for students.

- \_\_\_\_9. Evaluates and recommends improvement in purpose, design, materials and implementation of district career and technical education programs and facilities to meet job trends and needs.
- \_\_\_\_10. Coordinates and plans with the Special Education department to ensure that services provided for students with disabilities, through the CTE program, meet state and federal guidelines.

**COMMENTS:** \_\_\_\_\_

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**Policy, Reports, and Law**

- \_\_\_\_11. Recommends sound policies directed to improve program.
- \_\_\_\_12. Implements the policies established by federal and state law, State Board of Education rule, and local board policy in area of career and technical education.
- \_\_\_\_13. Complies, maintains, files and presents all physical and computerized reports, records, and other documents required.
- \_\_\_\_14. Ensures that PEIMS data related to career and technical students is reported accurately and in a timely manner.

**COMMENTS:** \_\_\_\_\_

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**Budget and Inventory**

- \_\_\_\_15. Works cooperatively with the Chief Compliance and Accountability Officer or designee in the preparation of the fiscal budget relative to the CTE program and services needs.
- \_\_\_\_16. Works cooperatively with the Chief Compliance and Accountability Officer or designee to administer the career and technical budget and to ensure that programs are cost effective and that funds are managed prudently.
- \_\_\_\_17. Maintains a current inventory of supplies and equipment and recommends the disposal and replacement of equipment when necessary.
- \_\_\_\_18. Approves and forwards purchase orders to the school administration for review and office approval.

**COMMENTS:** \_\_\_\_\_

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**Personnel Management**

- \_\_\_\_19. Prepares, reviews, and revises job description of career and technical education support staff.
- \_\_\_\_20. Develops and makes recommendation for training options and/or improvement plans to ensure operation of career and technical education department.
- \_\_\_\_21. Participates in recruitment, selection, and training of CTE personnel.

**COMMENTS:** \_\_\_\_\_

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**Communication and Community Support**

- \_\_\_\_22. Conduct activities designed to create awareness of careers and career potential.
- \_\_\_\_23. Recruits employers and businesses to provide learning experience to students and provide assistance as necessary.
- \_\_\_\_24. Articulates the district’s mission and goals in career and technical education to the community and solicit its support in realizing mission.
- \_\_\_\_25. Demonstrates awareness of district-community needs, makes recommendation to meet those needs and initiates activities, as approved, to meet those needs.
- \_\_\_\_26. Uses appropriate and effective techniques to encourage community and parent involvement.
- \_\_\_\_27. Organizes a district career and technical advisory committee to evaluate the CTE program on an annual basis and to make recommendations for improvements and/or innovative programs based on student and community needs.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_\_28. Work closely with system and school staff to support school improvement initiatives and processes.
- \_\_\_\_29. Performs other duties assigned by the supervisor.
- \_\_\_\_30. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Supervisory Responsibilities**

- \_\_\_\_31. Supervises and evaluates the performance of support staff.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strength does \_\_\_\_\_ possess?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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Summative Conference Comments:

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**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