

**SPECIALIST, DATA QUALITY AND ACCOUNTABILITY
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

- ____ 1. Thoroughly reads, understands, and implements the *Texas Education Data Standards (TEDS)* and *Student Attendance Accounting Handbook (SAAH)*.
- ____ 2. Activates students and correct grade level and entry date as needed; runs daily imports/exports through TSDS for assignment of student Unique IDs; resolves Person Identification Database (PID) discrepancies; uploads weekly Person Enrollment Tracker (PET) submissions through the Texas Student Data System (TSDS); resolves dual enrollment reports between the home district and other districts.
- ____ 3. Assists campuses and departments with questions and/or provides direction in maintaining or correcting student data.
- ____ 4. Assists in performing on-site audits in areas related to PEIMS reporting such as enrollment, leavers, and discipline to ensure data accuracy
- ____ 5. Compiles, maintains and files all reports, records, and other documents as required; uploads reports to secure shared folder for access by campuses, special programs and departments.
- ____ 6. Assists with data cleanup from campus, special programs, or departments that directly relate to producing enrollment projections or rezoning scenarios; enter data, as requested, to assist the director in developing enrollment protections or rezoning scenarios.
- ____ 7. Assists in development and update of training manuals and materials for PEIMS and state assessments; create quick-reference guides.

___ 8. Compiles updated discipline information for inclusion in the district discipline manual; reviews SGLC placement letters and verifies corresponding discipline coding in the SIS; contacts campus for corrections in order to maintain accuracy of data; assists the campuses in maintaining accurate discipline records through periodic desk audits, on-site audits and training.

___ 9. Serves as the district contact for TREx application.

COMMENTS: _____

ETHICS

___ 10. Promptly reports any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace

___ 11. Maintains confidentiality of all data and files including student and staff information

___ 12. Safeguards against unauthorized access to assigned computer system and electronic data.

COMMENTS: _____

OTHER

___ 13. Keeps informed of and complies with all state and district policies and regulations concerning primary job functions.

___ 14. Complies with policies established by federal and state law, State Board of Education rule, and local board policy.

___ 15. Performs all other tasks 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