

DEAN OF INSTRUCTION
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

- | | | |
|----------|------------------------------|--|
| 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. Develops a plan of action for the year which 1) relates job responsibilities to the Texas Academic Performance Report (TAPR), as appropriate; 2) may include needs assessment, goal setting, identification of major task areas and steps for accomplishing tasks, method of establishing effective communication, method/calendar for modeling teaching behaviors in the classroom, etc.; and 3) the plan of action is evaluated at the end of the year in respect to accomplishment of goals.
- Provides documentation which may include: Plan of action, logs, calendar, needs assessment, workshops presented, training packets, student data analysis, etc.
- _____ 2. Facilitates the implementation of the District Curriculum/TEKS.
- Assists principal in educating and training staff on the implementation of Academic Standards as it relates to instructional planning, curriculum, alternative assessments, use of grading guidelines and scoring guidelines.
 - Works with individual/group of teachers in department meetings, faculty meetings, staff development days, etc.
 - Addresses major issues of concerns and facilitates solution findings/problem solving.
 - Provides documentation which may include: Evidence of a TEKS/Academic Standards classroom implementation, planning document, development of instructional initiatives, identification of problems and possible solutions, training packets, etc.

- _____ 3. Affects teacher behavior change by modeling effective teaching in the classroom and working directly with teachers.
- Works with teachers and models effective teaching strategies in their classrooms.
 - Provides type of effective teaching strategies which have been modeled in the classroom are: (specify):
 - Provides list and identification of certain teachers who have actually incorporated new effective teaching strategies in their classrooms. Provides documentation and/or evidence of such incorporation.
 - Provides documentation which may include: List of teachers and the types of effective teaching strategies which have been modeled.
- _____ 4. Mentors, teachers (areas of focus: effective teaching methods, instructional planning and organization, use of creative resources in literature/technology, classroom management, data analysis, etc.)
- Identifies teachers who have been mentored.
 - Determines and describes the frequency of meeting times with individuals and/or groups. Considers change in teaching behaviors as it positively impacts teacher evaluation instrument.
 - Identifies areas of focus in assistance given to designated teachers.
 - Provides documentation which may include: Model lesson plans, list of resources, examples of lesson plans utilized, portfolio products, etc.
- _____ 5. Models for teachers' actual lesson with varied instructional teaching strategies:
- Establishes a calendar for demonstration of actual lessons.
 - Makes use of varied instructional teaching strategies.
 - Implements demonstration of effective instructional models in the classroom on a daily/weekly basis/a designated number of lessons per week.
 - Provides documentation which may include: Calendar, names of teachers, types of lessons, follow-up visits, logs, summary feedback to teachers, identified teaching strategies as described in the Campus Improvement Plan.
- _____ 6. Models and trains teachers in test data analysis, assessment of student needs, organization of curriculum and instructional materials, planning daily instruction and developing prescriptions for student learning.
- Establishes and implements a calendar for whole group/individual training which includes: Data analysis, organization of curriculum and instruction materials, planning daily instruction and developing prescriptions for student learning.
 - Provides documentation which may include: Calendar, training packets, agendas, examples of applications of data analysis, curriculum and instructional organization, and sample prescriptions for student learning.
- _____ 7. Participates in rigorous training program for Dean of Instruction.
- Attends staff development programs as prepared or scheduled by the Department of Curriculum and Instruction and Special Programs.

- Summarizes major areas of in-service and how he/she plans to implement ideas at the campus.
 - Identifies areas where additional training is needed or requested.
 - Provides documentation which may include: Certification of completion, agenda, application papers, list of workshops, staff development, needs assessment, goal setting, etc.
- _____ 8. Facilitates the development and implementation of the Campus Improvement Plan.
- Assists principal, may serve as a team resource on the Campus, Planning Decision Making Team, in the development and implementation of the Campus Improvement Action Plan as it relates to instructional initiatives.
 - Provides documentation which may include: Agendas, meeting times, planning, and implementation of select and special instructional initiatives.
- _____ 9. Provides on campus training for teachers and assists with planning for staff in-service, ensuring that the in-service is in alignment with student instructional needs and Campus Improvement Plan.
- Makes provisions for in-service to staff on a regular basis (specify: daily, weekly, semester).
 - Provides documentation which may include: List of in-service dates, types of in-service, names of participants, individual/group follow up and/or description of ways in which in-service was incorporated into teaching.
- _____ 10. Analyzes classroom and school data to ensure appropriate focus is on instructional areas of need.
- Assesses student achievement data and identifies concept/skill areas where improvement is needed.
 - Identifies and makes provisions for specific teaching methodologies and/or instructional initiatives that need to be utilized to address student needs.
 - Provides documentation which may include: Data analysis on student achievement and areas of need using standardized and criterion-referenced tests, grade distribution data analysis, and teacher-made tests (charts, graphs, list of targeted students, etc.). Provides description of effective teaching strategies to be utilized in the classroom by specific teachers and departments.
- _____ 11. Serves as an instructional liaison with a mentor or representative from the Department of Curriculum and Instruction.
- Meets and plans accordingly with mentor/representatives from the Department of Curriculum and Instruction.
 - Attends appropriate in-service/conferences as identified by principal and/or Department of Curriculum and Instruction.
 - Provides documentation which may include: Logs, special handouts, conference papers, summary reports, etc.
- _____ 12. Works closely with department chairpersons to help ensure instructional changes that occur relative to teaching in the classroom and meeting the academic needs of students.
- Attends departmental meetings and meets with individual department chairpersons and other staff, as appropriate.

- Identifies department instructional needs relative to effective teaching strategies and use of a variety of creative/technological resources.
- Attend Planning Protocol to provide the instructional leadership and guidance needed for continued teacher growth and student academic success.
- Provides documentation which may include: Campus Improvement Plan instructional initiatives, staff development calendar, logs, list of creative instructional resources, discipline/curriculum, instructional practices, needs assessment, etc.

_____ 13. Coordinates vertical and horizontal teaming among staff representing the various disciplines. Also, supports vertical teaming efforts in middle schools.

- Attends, supports, and facilitates vertical and horizontal teaming among staff.
- Identifies major areas of needs for teaming efforts, with a particular emphasis on effective teaching strategies which should be employed in various disciplines.
- Provides documentation which may include: Calendar, agendas, project planning, Campus Improvement Plan instructional initiatives, list of special individual/group workshops, vertical teaming activities/agendas, etc.

_____ 14. Assists classroom teachers with various instructional models, classroom management, lesson plan development, etc.

COMMENTS: _____

Other

_____ 15. Performs other duties assigned by supervisor.

_____ 16. Maintains confidentiality of information.

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