

**TITLE I COORDINATOR**  
Summative Appraisal Form

Name \_\_\_\_\_ School Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_ Date of Review \_\_\_\_\_

**Directions**

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**

**Program Management**

- \_\_\_\_ 1. Inform Chief Academic Officer of current and impending legislation.
- \_\_\_\_ 2. Inform the Federal and State Programs Director of Title I parent involvement requirements.
- \_\_\_\_ 3. Advise campuses on Title I requirements and compliance.
- \_\_\_\_ 4. Compile information needed to prepare compliance reports.
- \_\_\_\_ 5. Develop and coordinate formative evaluations of the federal/state programs and recommend changes based on the findings.
- \_\_\_\_ 6. Participate in the drafting of project of proposals and reports, including the writing and development of program goals, objectives and budget for federal & state programs

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

**Consultation and Coordination**

- \_\_\_\_ 7. Serve as liaison between Federal & State Programs and other agencies on joint projects that are federally funded.

- \_\_\_\_\_ 8. Consult with administrators, counselors, teachers, community agencies and other relevant individuals regarding federal/state programs.
- \_\_\_\_\_ 9. Consult with, conduct trainings for and monitors for principals/campuses for: CNA's and CIPs.
- \_\_\_\_\_ 10. Consult with and monitor local Private Non Profit (PNPs) who have expressed interest in receiving Title I and Title II funding for their campuses for their qualifying students.
- \_\_\_\_\_ 11. Monitor student assignment to and release from Val Verde Juvenile Detention Facility through coordination with center staff.
- \_\_\_\_\_ 12. Coordinate with Student Services, PEIMS, and campuses by serving as the federally required district McKinney-Vento Families in Transition/Foster Care and Unaccompanied Youth Liaison.
- \_\_\_\_\_ 13. Conduct trainings and continuing education for district staff on the McKinney-Vento program.
- \_\_\_\_\_ 14. Monitor the academics and attendance of homeless and foster care students and unaccompanied youth.
- \_\_\_\_\_ 15. Certify and provide resources necessary for school success to homeless students and unaccompanied youth in a timely manner.

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

**Budget and Inventory**

- \_\_\_\_\_ 16. Coordinate services for homeless students and unaccompanied youth with district personnel and outside agencies.
- \_\_\_\_\_ 17. Consult with PEIMS department to ensure proper PEIMS coding of homeless and foster students and unaccompanied youth. Coding will be done by the McKinney-Vento Liaison for homeless, foster unaccompanied and at risk youth.
- \_\_\_\_\_ 18. Coordinate with the transportation department to ensure all McKinney-Vento and Foster students have access and utilization of district transport to and from school as required by federal law.
- \_\_\_\_\_ 19. Assist in developing budget and cost estimates on documented program needs.
- \_\_\_\_\_ 20. Monitor expenditures of grant-funded activities to ensure compliance with federal guidelines.
- \_\_\_\_\_ 21. Evaluate purchase requests as allowable/unallowable as they relate to federal & state funds.

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

**Policy, Reports, and Law**

- \_\_\_\_\_ 22. Monitor timeline of Title I requirements for campus and district compliance.
- \_\_\_\_\_ 23. Assist in compiling, maintaining and filing all physical and computerized reports, records and other documents required, including required financial reports to TEA.
- \_\_\_\_\_ 24. Adhere to policies established by federal and state law, State Board of Education rule, and local board policy.

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

**Other**

\_\_\_\_ 25. Perform other duties assigned by supervisor.

\_\_\_\_ 26. Maintain 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's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date