

**COORDINATOR, HUMAN RESOURCES INFORMATION SYSTEMS  
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**

**Certification and Licensing**

- \_\_\_\_ 1. Provides guidance to district administrators and the Chief Human Resources Officer in assignment of teachers according to SBEC assignment criteria and ESSA guidelines and other certification related issues.
- \_\_\_\_ 2. Monitors & maintains certification updates in the Skyward database to maintain compliance with SBEC rules and federal ESSA guidelines to ensure 100% reporting on all core area teachers and instructional aides.

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

**Maintenance of Physical and System Records**

- \_\_\_\_ 3. Ensures all data is updated in the Skyward database and documents are filed correctly in the employee's physical folder.
- \_\_\_\_ 4. Prepares and distributes the annual Salary and Assignment, Stipend notices for all permanent district personnel.
- \_\_\_\_ 5. Provides the annual Letters of Reasonable Assurance listing for District Para-Professional, Hourly, Substitute personnel and oversees the distribution and collection.
- \_\_\_\_ 6. Maintains the accuracy of all employee files.

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

**Payroll and Budgeting**

- \_\_\_\_ 7. Exports payroll data to the payroll department for the new approved salary data for the new school year data during budget phase.
- \_\_\_\_ 8. Initiates, updates and maintains all Skyward database tables for Employment Management and Salary Negotiations. (System calendars, salary matrices, benefit tables and general code tables).
- \_\_\_\_ 9. Initiates, updates and maintains all salary and fringe benefit data during the Salary Negotiations phase of the district budgeting process. This includes creating an initial Benchmark file, salary step file and continuing update files for the budget department and Chief Financial Officer (CFO).
- \_\_\_\_ 10. Serves as a liaison between Payroll, PEIMS and all employees by troubleshooting questions and requests.

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

**Public Education Information Management System (PEIMS)**

- \_\_\_\_ 11. Maintains the PEIMS database on all permanent district personnel throughout school year.
- \_\_\_\_ 12. Submits Fall Class Roster, Fall PEIMS, TSDS ECDS Kindergarten, Winter Class Roster, TSDS ECDS Pre-Kindergarten, Extended-Year PEIMS Business files.
- \_\_\_\_ 13. Attends annual PEIMS training at the Education Service Center (ESC) XV and provide all necessary updates to campus personnel.
- \_\_\_\_ 14. Maintains Skyward and TSDS systems with name changes and new hire data. Inform all required departments of name change.

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

**Skyward**

- \_\_\_\_ 15. Provides training sessions to district personnel on Skyward “Employee Access” on an as needed basis.
- \_\_\_\_ 16. Attends annual Texas Skyward Users Group Conference on behalf of district.
- \_\_\_\_ 17. Works with the Skyward and ISCORP programmers and technicians to maximize the effectiveness of the software to enhance the Human Resources Department.

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

**New Teacher Orientation**

- \_\_\_\_ 18. Meets with new hires at New Teacher Orientation to ensure completion of all required documentation needed.

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

**Employment Contracts**

- \_\_\_\_ 19. Prepares, distributes, and collects Professional Staff Renewal/Non-Renewal Recommendation rosters to and from campus leaders for recommendation of staff members with expiring employment contracts.

- \_\_\_\_20. Prepares contract renewal rosters for Board Member approval.
- \_\_\_\_21. Prepares, distributes and collects employment contracts for employees who will have an expiring contract at the end of the current school year.

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

---

**Substitutes**

- \_\_\_\_22. Collaborates with the Human Resources Substitute Specialist to ensure efficiency of substitute department.

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

---

**Employee Benefits**

- \_\_\_\_23. Collaborate with the Employee Benefits & Support Service Coordinator and other entities to ensure data received regarding employee benefits and deductions are accurate.
- \_\_\_\_24. Mass update of employee benefits and deductions when needed.

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

---

**Other**

- \_\_\_\_25. Assists with various research and/or special projects or reports.
- \_\_\_\_26. Manages file retention which includes active employees, I9's, termination files, etc.
- \_\_\_\_27. Prepares reports, surveys, etc. to comply with requests from Texas Education Agency, Texas Association of School Boards, Texas Association of Administrators, Education Service Centers, U.S. Census Bureau, and others, as requested.
- \_\_\_\_28. Maintains and updates the Human Resources link on the district's website.
- \_\_\_\_29. Calculates monthly Air Force JROTC M.I.P. (Minimum Instructor Pay).
- \_\_\_\_30. Maintains confidentiality of information.
- \_\_\_\_31. Attends trainings to maintain current with job requirements.
- \_\_\_\_32. Performs other duties as assigned by the Chief Human Resources Officer or designee.

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

---

**Supervisory Responsibilities**

- \_\_\_\_33. In the absence of the Chief Human Resources Officer, provides guidance and decision making to department personnel.

**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