

**DIRECTOR, PEIMS DATA QUALITY, COMPLIANCE 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**

**Safety Program**

- \_\_\_\_\_ 1. Designs, directs and conducts on-site audits for adherence to state and/or local regulations, procedures, and documentation requirements as prescribed in the Student Attendance Accounting Handbook (SAAH), PEIMS/TEDS Data Standards, local board policies and district procedural manuals; communicates with TEA and related agencies, when needed, to clarify or ensure that the district is in compliance with proper recordkeeping and data reporting.
- \_\_\_\_\_ 2. Responsible for data quality compliance reporting; coordinates the district response to areas of concern in the Data Validation components of TEA's PBM system; reconcile Data Validation Monitoring (DVM) staging for assessments, discipline and leaver codes; conduct student-level data reviews and develop Corrective Actions Plans (CAP) for submission to TEA.
- \_\_\_\_\_ 3. Directs the overall activities associated with monitoring the quality of student records in relation to attendance, class scheduling, grade reporting, and demographic data; develop procedural guidelines for the accurate collection of student enrollment, attendance, and discipline data.
- \_\_\_\_\_ 4. Oversees the submission of PEIMS/TSDS Core Data Submissions; verifies data submitted to TEA; oversee district and campus data corrections; ensures data corrections are submitted to TEA in a timely manner; communicate with campus officials.

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

\_\_\_\_\_

**Coordination and Training**

- \_\_\_\_\_ 5. Fosters a connection between Public Education Information Management System (PEIMS) coding and accountability and funding at the campus and department level.
- \_\_\_\_\_ 6. Coordinates with the business office, human resources, student services and campus personnel to verify the accuracy of data according to PEIMS/TSDS Data Standards.
- \_\_\_\_\_ 7. Conducts trainings for campus and district administrators on discipline, special programs, demographics, leavers, dropouts, college, career and military readiness (CCMR) reporting, etc. through PEIMS and the effect of coding on accountability reporting.
- \_\_\_\_\_ 8. Leads data quality reviews with program directors and campus staff; develops reports and queries to analyze and validate data integrity.

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

**Management Information System**

- \_\_\_\_\_ 9. Serves as Database Administrator for the district’s student information system (SIS); coordinates system upgrades; manages and assigns security of district user accounts; responsible for ensuring all settings and codes are correct and accurate in PEIMS reportable functions such as calendars, master schedule reporting (course completion, schedule changes, credit by exam, dual credit/AP coding, transfer courses, etc.); coordinates with the student information system vendor to identify, evaluate, and address programming errors and inconsistencies of information shared between the district’s software that effect PEIMS>TSDS coding and accountability.
- \_\_\_\_\_ 10. Analyzes and corrects historical grades, credits and transcripts according to the *TEA Minimum Standards for the Academic Achievement Record* and in accordance with PEIMS Data Standards.

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

**Student Enrollment and Registration**

- \_\_\_\_\_ 11. Oversees the Student Enrollment and Registration department.
- \_\_\_\_\_ 12. Assists the district and campus administrators in making enrollment projections for the succeeding year budget estimates; establishes procedural guidelines for the accurate collection of student demographics, registration and enrollment.
- \_\_\_\_\_ 13. Oversees the preparation and dissemination of daily, weekly, and/or monthly enrollment reports.
- \_\_\_\_\_ 14. Implements and maintains a district-wide attendance program.

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

**Policy, Reports and Law**

- \_\_\_\_\_ 15. Disseminates federal and state accountability reports including but not limited to: Texas Academic Performance Report (TAPR), Performance-Based Monitoring Analysis System (PBMAS), Public Education Grant (PEG), District and School Report Cards, PEIMS Edit+ reports.
- \_\_\_\_\_ 16. Keeps current on legislative changes impacting accountability and PEIMS reporting.

- \_\_\_\_\_ 17. Complies with all applicable federal and state laws, Board of Education rules and local board policy and regulations.
- \_\_\_\_\_ 18. Maintains current knowledge and understating of district policies.
- \_\_\_\_\_ 19. Compiles budget and cost estimates based upon documented program needs

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

**Personnel Management**

- \_\_\_\_\_ 20. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- \_\_\_\_\_ 21. Evaluates job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.

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

**Ethics**

- \_\_\_\_\_ 22. Promptly reports any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- \_\_\_\_\_ 23. Maintains confidentiality of privileged and sensitive information when received and distributed to appropriate designees.
- \_\_\_\_\_ 24. Safeguards against unauthorized access to assigned computer system and electronic data.
- \_\_\_\_\_ 25. Keeps informed of and complies with all state and district policies and regulations concerning primary job functions

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

**Supervisory Responsibilities**

- \_\_\_\_\_ 26. Supervises Coordinator, TS/DS/PEIMS, Coordinator, Student Registration and Enrollment and assigned paraprofessional staff.

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

What strengths 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 (Signature)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date