

**HEAD BAND DIRECTOR**  
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**

- |          |                              |  |
|----------|------------------------------|--|
| <b>5</b> | <b>Clearly Outstanding:</b>  | Performance is consistently far superior to what is normally expected.                 |
| <b>4</b> | <b>Exceeds Expectations:</b> | Performance demonstrates increased proficiency and is consistently above expectations. |
| <b>3</b> | <b>Meets Expectations:</b>   | Performance meets expectations and presents no significant problems.                   |
| <b>2</b> | <b>Below Expectations:</b>   | Performance is consistently below expectations and significant problems exist.         |
| <b>1</b> | <b>Unsatisfactory:</b>       | Performance is consistently unacceptable.  |
| <b>0</b> | <b>Not Applicable</b>        |  |

**JOB PERFORMANCE STATEMENTS**

**Program Planning**

- \_\_\_\_\_ 1. Direct high school instrumental performers, including marching band, mariachi, concert band, soloists, and ensembles.
- \_\_\_\_\_ 2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
- \_\_\_\_\_ 3. Provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL activities.
- \_\_\_\_\_ 4. Arrange transportation, lodging, and meals for out-of-town events.
- \_\_\_\_\_ 5. Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in the band area.
- \_\_\_\_\_ 6. Support band booster club activities.
- \_\_\_\_\_ 7. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.
- \_\_\_\_\_ 8. Recommend policies to improve program.

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

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### **Budget and Inventory**

- \_\_\_\_\_ 9. Ensure that programs are cost-effective and funds are managed wisely.
- \_\_\_\_\_ 10. Compile budgets and cost estimates based on documented program needs.
- \_\_\_\_\_ 11. Coordinate fundraising activities and manage funds.
- \_\_\_\_\_ 12. Maintain current inventory of all fixed assets within department.
- \_\_\_\_\_ 13. Oversee process of cleaning, repairing, and storing all band equipment.

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

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### **Instruction**

- \_\_\_\_\_ 14. Develop and implement plans for instrumental music program and show written evidence of preparation as required.
- \_\_\_\_\_ 15. Prepare lessons that reflect accommodations for individual student differences.
- \_\_\_\_\_ 16. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- \_\_\_\_\_ 17. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- \_\_\_\_\_ 18. Conduct ongoing assessments of student achievement through formal and informal testing.
- \_\_\_\_\_ 19. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

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

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### **Student Management**

- \_\_\_\_\_ 20. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook.
- \_\_\_\_\_ 21. Accompany and supervise students on out-of-town trips.
- \_\_\_\_\_ 22. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

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

**Communication**

\_\_\_\_ 23. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

\_\_\_\_ 24. Maintain professional relationship with colleagues, students, parents, and community members.

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

**Personnel Management**

\_\_\_\_ 25. Assists with recruitment, selection, training, supervision, and evaluation of assistant band directors.

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

**Other**

\_\_\_\_ 26. Perform other duties assigned by supervisor.

\_\_\_\_ 27. Maintain confidentiality of information

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

**Supervisory Responsibilities**

\_\_\_\_ 28. Monitors the performance of assistant band director.

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's Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date