

**DIRECTOR, 21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER PROGRAM (21<sup>st</sup> CCLC)  
Summative Appraisal Form**

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

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

**Directions**

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator'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**

**School Climate**

- \_\_\_\_\_ 1. Articulates the 21<sup>st</sup> CCLC Vision, Mission, and Objectives to staff, administrators, students, families, and community leaders to generate support in identifying problems and generating solutions through collaborative discussions in regular meetings.
- \_\_\_\_\_ 2. Coordinates the 21<sup>st</sup> CCLC Program implementation at each Center with the Site Coordinator, appropriate District Administrators, participating Center Administrators, and Service Providers.
- \_\_\_\_\_ 3. Develops and implements marketing & recruiting strategies along with appropriate communication goals and objectives for all centers.
- \_\_\_\_\_ 4. Plans, creates, implements, and evaluates all aspects and policies of 21st Century Community Learning Center for school students and families.
- \_\_\_\_\_ 5. Maintains inter-agency collaboration and networking, to include all community stakeholders.
- \_\_\_\_\_ 6. Ensures the coordination of all activities for students, to include before, during and after school events.
- \_\_\_\_\_ 7. Presents opportunities to provide students a broad array of additional programs, activities and services to reinforce and complement a regular school day.
- \_\_\_\_\_ 8. Manages and documents program logistics, including but not limited to each center and the overall budget, policy, equipment, contracts, program participation, safety, timesheets, and data.
- \_\_\_\_\_ 9. Administers the 21<sup>st</sup> CCLC Budget, track monthly expenditures and implement program objectives.

- \_\_\_\_\_ 10. Recruits, trains and directly supervises and evaluates personnel to ensure high program quality, student success, and achievement of program outcomes.
- \_\_\_\_\_ 11. Recruits and retains participants in programming in coordination with staff.
- \_\_\_\_\_ 12. Maintains working relationships with district administrators and school site administrators and staff to support the integration of programs into the school.
- \_\_\_\_\_ 13. Ensures services provided have the desired impact on participants by reviewing data regularly and monitoring and evaluating the progress of service providers.
- \_\_\_\_\_ 14. Works closely with the administrative staff to communicate priorities and goals of the program as they align to the school while engaging and developing parent and community leadership in the decision-making process.
- \_\_\_\_\_ 15. Offers opportunities for parents and students to engage in Family Engagement Activities.
- \_\_\_\_\_ 16. Collaborates with site coordinators and campus staff to ensure program variety remains unique and engaging.
- \_\_\_\_\_ 17. Prepares and coordinates the summer program to include academic and extra-curricular activities for participating students throughout the extended dates.

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

**Instructional Leadership**

- \_\_\_\_\_ 18. Utilizes the 21<sup>st</sup> CCLC Student Tracking System to track and report student data and progress.
- \_\_\_\_\_ 19. Ensures the 21<sup>st</sup> CCLC Assurances are met as required by the application.
- \_\_\_\_\_ 20. Coordinates the development of a Logic Model on the Theory of Action Plan.
- \_\_\_\_\_ 21. Coordinates the use of technology systems with the Transportation Director for safe and efficient transportation of students.
- \_\_\_\_\_ 22. Provides quarterly reports to be made available to the Superintendent and Board of Trustees.
- \_\_\_\_\_ 23. Ensures the purchase of required educational software programs for student use as outlined in the 21<sup>st</sup> CCLC Application.
- \_\_\_\_\_ 24. Works closely with school administrators and staff in developing a curriculum consistent with project framework, philosophy and goals and in alignment with school-day content and operations.
- \_\_\_\_\_ 25. Coordinates and evaluates the curricula and instructional programs and make appropriate recommendations for changes/modifications.
- \_\_\_\_\_ 26. Researches and applies best practices to the design and continuous improvement of all project related activities.
- \_\_\_\_\_ 27. Performs duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of Ethics for Educators.
- \_\_\_\_\_ 28. Develops and updates instruments for assessment including benchmarks.

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

**Additional Program Management**

- \_\_\_\_ 29. Reports progress, challenges, lessons learned, and any potential modifications being considered.
- \_\_\_\_ 30. Prepares and provides reports as required while maintaining appropriate compliance and data activities.
- \_\_\_\_ 31. Serves as Liaison for TEA and district, in regard to the 21<sup>st</sup> CCLC Program.
- \_\_\_\_ 32. Attends and participates in all required 21<sup>st</sup> CCLC Trainings, webinars, conference calls, meetings, and school related activities at the school sites and administrative offices.
- \_\_\_\_ 33. Serves on school, district and/or community advisory boards and/or committees related to program content as necessary.
- \_\_\_\_ 34. Performs such other duties and assume such other responsibilities as may be assigned.

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

**Policy, Reports and Law**

- \_\_\_\_ 35. Uses to and implements the policies established by federal and state law, State Board of Education rule and Board Policy in curriculum and state initiatives.

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

**Supervisory Responsibilities**

- \_\_\_\_ 36. Supervises and evaluates the performance of site coordinators and collaborates in the supervision of center staff.
- \_\_\_\_ 37. Supervises and evaluates the performance of the Program Specialist.

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

**Other**

- \_\_\_\_ 38. Performs other duties assigned or needed.
- \_\_\_\_ 39. Maintains confidentiality of information at all times.
- \_\_\_\_ 40. Keeps abreast of changes and updates for the 21<sup>st</sup> Century Community Learning Centers Grant compliance.

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

What strengths does \_\_\_\_\_ possess?  
\_\_\_\_\_  
\_\_\_\_\_  
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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