

**SPECIALIST, DATA PROCESSING  
Summative Appraisal Form**

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

Position \_\_\_\_\_ Date of Review \_\_\_\_\_

Evaluator \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

**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**

**Records and Reports**

- \_\_\_\_1. Coordinates the collection, integration, and formatting of all data required for student PEIMS submission according to PEIMS Data Standards focusing on Discipline records.
- \_\_\_\_2. Works cooperatively with campus and service center staff to collect, organize, and format data required to submit district PEIMS data in a timely manner.
- \_\_\_\_3. Runs edits, reports, and verification checks on data to ensure accuracy of information.
- \_\_\_\_4. Distributes edits and reports to appropriate staff for analysis, verification, and correction.
- \_\_\_\_5. Submits complete and accurate PEIMS data in Texas Education Agency (TEA)-prescribed format to education service center (ESC) for processing using computer terminal or personal computer.

- \_\_\_\_6. Verifies data submitted to TEA and submits corrections in a timely manner.
- \_\_\_\_7. Supervises and maintains all discipline records for all campuses through periodic audits, on-site visits, and training.
- \_\_\_\_8. Supervises and maintains all grade reporting records and discipline records and moves all data to historical records after PEIMS submission.
- \_\_\_\_9. Serves as district contact person and data input manager for all data entry clerks, assistant principals and special population data entry clerks for enrollment information, discipline records and demographics data.
- \_\_\_\_10. Assists with scanning, uploading, posting and printing all interim progress reports (IPR's), student report cards and grade reporting analysis reports.

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

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#### **Training and Technical Support**

- \_\_\_\_11. Assists with scanning, uploading, posting and printing all interim progress reports (IPR's), student report cards and grade reporting analysis reports.
- \_\_\_\_12. Receives PEIMS-related information from ESC and TEA and disseminates to other staff in a timely manner, including updates to PEIMS Data Standards.
- \_\_\_\_13. Attends all regional PEIMS workshops and disseminates information to appropriate staff.

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

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#### **Other**

- \_\_\_\_14. Complies with policies established by federal and state law, State Board of Education rule, and local board policy.
- \_\_\_\_15. Compiles, maintains, and files all physical and computerized reports, records, and other documents required.
- \_\_\_\_16. Performs other duties assigned by supervisor.
- \_\_\_\_17. Maintains confidentiality of information.

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

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**Supervisory Responsibilities**

\_\_\_\_18. Supervises data entry clerks in Management Information Systems department.

**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 Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date