

**CHIEF ADMINISTRATIVE OFFICER  
Summative Appraisal Form**

Name \_\_\_\_\_ 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**

**Administration**

- \_\_\_\_\_ 1. Provides general professional support and operational assistance to the Superintendent including managing special projects and leading key initiatives, by resolving complex issues that require executive leadership and direction, and by supporting the deliverables of the Superintendent's Cabinet.
- \_\_\_\_\_ 2. Collaborates with the Superintendent, Cabinet, and members of the Superintendent's Leadership Team in strategic planning and the development of instructional models and deployment of strategies designed to support district staff, school based leaders, professional educators, and students with linguistic or special needs.
- \_\_\_\_\_ 3. Assists the Superintendent with preparing/contributing to reports, briefings, presentations and responses to the Board on specific goals and issues.
- \_\_\_\_\_ 4. Serves as the liaison and contact between the Superintendent and internal/external stakeholders and leadership teams to gain diverse perspectives in the development and support of District initiatives and priorities (Strategic Planning Committees, Citizen's Committees, Teacher and Student Advisory groups, etc.).
- \_\_\_\_\_ 5. Assists in the preparation of board agendas, structure of board meetings, accuracy of board minutes, and gathering of and disseminating of information for the Board on behalf of the Superintendent.

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

**Instructional Management: As assigned by Superintendent**

- \_\_\_\_\_ 6. Conferences regularly with supervised staff, jointly develops instructional plans and supports individual professional development activities for Bilingual/ESL and Special Education and general education teachers as appropriate.

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

\_\_\_\_\_

**School and Community Relations**

- \_\_\_\_\_ 7. Articulates the District’s Vision and Goals to internal/external stakeholders and leadership teams, and assists in interpreting and soliciting support and feedback for improving and supporting the District’s special population programs.
- \_\_\_\_\_ 8. Represents the District and Superintendent at public events and in various capacities with government and community organizations as assigned.
- \_\_\_\_\_ 9. Responds to parent and community-level inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.
- \_\_\_\_\_ 10. Responds to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.

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

\_\_\_\_\_

**Student Services**

- \_\_\_\_\_ 11. Represents the District as the Custodian of Student Records; directs the preparation of records responsive to requests from the public, parents, and via subpoena; and keeps informed of and complies with all provisions related to the Texas Public Information Act and FERPA.
- \_\_\_\_\_ 12. Ensures annual review of the Student Code of Conduct and student handbook; and board adoption of the SCOC.
- \_\_\_\_\_ 13. Addresses parent concerns related to discipline and campus administrative decisions. Serves as the Level II hearing officer for Student, Parent or Community grievances.

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

\_\_\_\_\_

**Grant Assistance**

- \_\_\_\_\_ 14. Conducts research on potential state and federal grant opportunities for special programs within the District.
- \_\_\_\_\_ 15. Identifies and presents grant concepts and funding proposals to the Superintendent which would support and enhance current funding sources.
- \_\_\_\_\_ 16. Collaborates and provides technical assistance to Special Program Directors for the purpose of preparing, reviewing, and submitting a District-level grant.
- \_\_\_\_\_ 17. The Chief Administrative Officer is the designated District Coordinator for School Improvement (DCSI).
- \_\_\_\_\_ 18. The Chief Administrative Officer works with campus principals to facilitate, lead, and support district and campus school improvement efforts using the Effective Schools Framework.

\_\_\_\_ 19. The Chief Administrative Officer is responsible for monitoring and implementing all components of the Targeted Improvement Grant through the Texas Education Agency.

\_\_\_\_ 20. Maintains master files on district level grants.

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

\_\_\_\_\_

**Policy, Compliance Reports, and Law**

\_\_\_\_ 21. Assists the Superintendent with completing and submitting compliance reports and surveys on behalf of the District as required by law.

\_\_\_\_ 22. Complies with policies established by federal and state laws, State Board of Education rule, and local board policy.

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

\_\_\_\_\_

**Other**

\_\_\_\_ 23. Maintains confidentiality and discretion with sensitive issues and information.

\_\_\_\_ 24. Performs other duties as assigned by the Superintendent.

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

\_\_\_\_\_

**Supervisory Responsibilities**

\_\_\_\_ 25. The Chief Administrative Officer directly supervises and evaluates the Bilingual/ESL Director and the Special Education Director.

\_\_\_\_ 26. Monitors the instructional operation of the Bilingual/ESL Department through the supervision of the Bilingual/ESL Director.

\_\_\_\_ 27. Monitors the instructional operation of the Special Education Department through the supervision of the Special Education Director.

**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's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date