

**CHIEF INNOVATION OFFICER  
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**

**District Climate**

- \_\_\_\_1. Facilitates communication and collaboration among campus administrators and district departmental leaders to enhance service delivery, program development and customer satisfaction, particularly around innovative schools and programs.
- \_\_\_\_2. Sets the vision and strategic plan for the District's model innovative schools and programs.
- \_\_\_\_3. Serves as the District's expert on innovative school models and new approaches to teaching and learning.
- \_\_\_\_4. Champions the creation of new schools and the redesign of existing schools that require extensive cross-departmental collaboration and internal consensus.
- \_\_\_\_5. Creates and sustains a network of local and national partnerships that contribute ideas and energy to the District's Innovative Model Schools.
- \_\_\_\_6. Informs the Superintendent of developments in state, federal, and local laws and changes in public policy affecting education.
- \_\_\_\_7. Provides leadership for the direction, coordination, integration and implementation for technology across the district.
- \_\_\_\_8. Collaborates with the ACE Grant Director to ensure all mandates and requirements of the ACE Grant are planned, monitored and implemented.

- \_\_\_\_9. Ensures collaboration, direction and implementation of all requirements and policies for the PreK-12 Counseling staff and Del Rio Cares program.
- \_\_\_\_10. Plans, coordinates and implements the Summer School program for K-12, to include the ACE Summer Program for qualified campuses.
- \_\_\_\_11. Ensures collaboration, direction and implementation of all requirements and policies for the CTE program.
- \_\_\_\_12. Ensures collaboration, direction and implementation of all requirements and policies adhering to the PTECH Blueprint.
- \_\_\_\_13. Ensures collaboration, direction and implementation of all requirements and policies adhering to the ECHS Blueprint.

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

**Instructional Leadership**

- \_\_\_\_14. Guides and develops principals to provide learning environments that enable every student to achieve.
- \_\_\_\_15. Guides principals in selecting and developing teams of outstanding educators.
- \_\_\_\_16. Supports and ensures the integration of the District’s curriculum and instructional objectives at the campus level integrated with new and innovative teaching practices.
- \_\_\_\_17. Coordinates and ensures the successful integration of evidence-based strategies to support the growth and success of all Innovative Schools and scale successful strategies to other campuses.
- \_\_\_\_18. Enables innovation by ensuring campus level procedures align with District policy and by proposing new policies and procedures necessary to support innovative schools.
- \_\_\_\_19. Identifies the District’s high-performing school practices and, as relevant, encourage the implementation of the practices across schools across the District.
- \_\_\_\_20. Creates professional learning communities to promote innovative thinking and collaborative learning among assigned portfolio of principals and instructional leaders.
- \_\_\_\_21. Coordinates and provides input in the development of the District Improvement Plan and Campus Improvement Plans, and ensures that district and campus staff understand and incorporate required components of the plans.

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

**Organizational Leadership**

- \_\_\_\_22. Works with selected principals to develop and launch new innovation schools.
- \_\_\_\_23. Coordinates with District Human Resources to strategically deploy teaching teams in coordination with campus principals and in support of innovation schools.
- \_\_\_\_24. Informs and coordinates with innovation Advisory Boards to leverage community assets and evolving opportunities for innovation schools.
- \_\_\_\_25. Provides leadership and direction to assigned campus principals.

\_\_\_26. Serves as liaison between district operations and innovative campuses.

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

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### **Organizational Management**

\_\_\_27. Provides administrative direction and leadership for the operational, financial and personnel resources of assigned campuses/departments to effectively support District and campus goals.

\_\_\_28. Develops, reviews and approves campus/departmental operating policies, procedures, and budgets.

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

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### **Chief Innovation Officer's Role in Student Achievement**

\_\_\_29. Builds a common vision for student achievement through innovation.

\_\_\_30. Manages performance of innovation schools by regularly and collaboratively reviewing campus and student level data with principals to drive continuous improvement.

\_\_\_31. Facilitates relevant research and evidence-based scaling efforts to replicate and expand innovation schools.

\_\_\_32. Invests and engages internal and external stakeholders in innovative school models and educational practices.

\_\_\_33. Directs planning activities and puts programs in place with staff to ensure attainment of district's mission.

\_\_\_34. Develops, maintains and uses information systems and records necessary to show progress on performance objectives that address the Texas Academic Performance Report indicators, campus improvement plans and district long-range plans.

\_\_\_35. Provides leadership as a member of a collaborative team to ensure that curriculum and instruction initiatives are aligned with District priorities.

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

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### **Communication and Community Relations**

\_\_\_36. Develops buy-in for and excitement around innovation schools among internal and external stakeholders.

\_\_\_37. Demonstrates awareness of District and community needs and initiates activities to meet those needs.

\_\_\_38. Serves as a collaboration and communications liaison, internally between SAISD departments and externally with stakeholders and community members, related to District priorities, school performance and student achievement.

\_\_\_39. Advises program directors of grant availability and compliance reporting deadlines.

\_\_\_40. Collaborates to ensure an effective and successful annual Parent Conference.

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

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**Professional Learning**

- \_\_\_41. Participates and facilitates principal and District staff development programs that improve job related skills and growth.
- \_\_\_42. Coordinates and facilitates principal meetings for the portfolio of Innovative Schools.
- \_\_\_43. Demonstrates current knowledge, understanding and skills appropriate to the role of Chief Innovation Officer.
- \_\_\_44. Seeks out and participates in professional development programs.

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

**Qualities of an Effective Chief Innovation Officer**

- \_\_\_45. Demonstrates a high level of personal integrity, a collaborative leadership style and high ethical standards.
- \_\_\_46. Maintains an unwavering belief that all students can excel and has a commitment to high performance standards.
- \_\_\_47. Keeps informed of and complies with state, district, and campus policies affecting daily attendance, punctuality and confidentiality.
- \_\_\_48. Complies with the Texas Educator Code of Ethics.

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

**Policy, Reports and Law**

- \_\_\_49. Compiles, maintains and files all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
- \_\_\_50. Complies with policies established by State Board of Education rule, and local board policy.
- \_\_\_51. Ensures integrity and accuracy of all district, campus, and student data reported.

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

**Supervisory Responsibilities**

- \_\_\_52. Assists in supervision and evaluation performance of principals in Elementary STEM, Dual Language, New Tech Middle School, New Tech High School and PTECH.
- \_\_\_53. Supervise the Program Directors for Fine Arts, Technology, CTE, Federal and State, and the ACE Grant.
- \_\_\_54. Supervises staff of the District’s Office of Innovation.
- \_\_\_55. Supports a growing Innovation Team of trained teachers and teacher leaders.

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

**Other**

\_\_\_56. Maintains confidentiality of information.

\_\_\_57. Performs all other tasks and duties as assigned.

**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 (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (Signature)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date