

**COORDINATOR, HUMAN RESOURCES INFORMATION SYSTEMS
Summative Appraisal Form**

Name _____

School 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

Certification and Licensing

- ____ 1. Assists applicants and employees with certification applications. Verifies certification with the Texas State Board for Educator Certification (SBEC), universities, colleges, alternative certification programs, and education agencies in other states.
- ____ 2. Provides guidance to district administrators and the Chief Human Resources Officer in assignment of teachers according to SBEC assignment criteria and ESSA guidelines.
- ____ 3. Assists applicants with the certification process to include the Statement of Qualifications (SOQ). Coordinates with appropriate universities to obtain the CERT-014 (Approval for Vocational Instruction) and CERT-003R93 (Deficiency Plan). Upon approval from SBEC makes the necessary payroll updates.
- ____ 4. Maintains certification updates in the Skyward database to maintain compliance with SBEC rules and federal ESSA guidelines to ensure 100% reporting on all core area teachers and instructional aides.
- ____ 5. Generates, maintains and submits the Texas Education Agency (TEA) eGrants reports for the Annual Highly Qualified Submission on behalf of the district.
- ____ 6. Processes SBEC permit applications and monitors certification status.

- ____ 7. Tracks certification, testing and permit status and communicates with employees to ensure completion of certification requirements and to ensure renewal of Standard certifications are completed prior to the expiration dates.
- ____ 8. Serves as the point of contact for administrators, employees and applicants on certification issues.
- ____ 9. Attends trainings to maintain current with job requirements.

COMMENTS: _____

Maintenance of Physical and System Records

- ____ 10. Ensures all data is updated in the Skyward database and documents are filed correctly in the employee's physical folder.
- ____ 11. Prepares, maintains and updates service records and Loan Forgiveness documentation on all permanent or prior district personnel.
- ____ 12. Prepares and distributes the annual Salary and Assignment, Stipend notices for all permanent district personnel.
- ____ 13. Prepares and distributes annual Letters of Reasonable Assurance for District Para-Professional, Hourly and Substitute personnel.
- ____ 14. Maintains Skyward and TSDS systems with name changes and new hire data. Informs all required departments of name change.
- ____ 15. Maintains the accuracy of all employee files.

COMMENTS: _____

Payroll and Budgeting

- ____ 16. Inputs of new hire demographics with assignment, credentials and Board/Superintendent Approved Salary.
- ____ 17. Verifies all in-coming service records to place new employee on appropriate salary.
- ____ 18. Exports payroll data to the payroll department for each bi-monthly payroll
- ____ 19. Exports payroll data to the payroll department for the new approved salary data for the new school year data.
- ____ 20. Initiates, updates and maintains all Skyward database tables for Employment Management and Salary Negotiations. (System calendars, salary matrices, benefit tables and general code tables).
- ____ 21. Initiates, updates and maintains all salary and fringe benefit data during the Salary Negotiations phase of the district budgeting process. This includes creating an initial Benchmark file, salary step file and continuing update files for the budget department and Chief Financial Officer (CFO).
- ____ 22. Prepares salary studies for present and potential employees.

- ____23. Prepares Personnel and Salary Adjustment documentation presented at monthly Board Meeting.
- ____24. Serves as a liaison between Payroll and all employees by troubleshooting payroll questions and request.

COMMENTS: _____

Public Education Information Management System (PEIMS)

- ____25. Maintains the PEIMS database on all permanent district personnel throughout school year.
- ____26. Submits the final fall, mid-year and summer Business PEIMS files.
- ____27. Attends annual PEIMS training at the Education Service Center (ESC) XV and provide all necessary updates to campus personnel.

COMMENTS: _____

Skyward

- ____28. Provides training sessions to district personnel on Skyward “Employee Access” on an as needed basis.
- ____29. Updates and maintains employee Skyward login and passwords.
- ____30. Attends annual Texas Skyward Users Group Conference on behalf of district
- ____31. Works with the Skyward and ISCORP programmers and technicians to maximize the effectiveness of the software to enhance the Human Resources Department.
- ____32. Provides training or assistance to Finance Coordinator on Skyward processes (calendars, matrices, codes)

COMMENTS: _____

T-TESS

- ____33. Prepares, distributes and maintains Texas Teacher Evaluation and Support System (T-TESS) documentation and data within Skyward database.

New Teacher Orientation

- ____34. Meets with new hires at New Teacher Orientation to ensure completion of all required documentation needed.

COMMENTS: _____

Evaluations

____35. Ensures all professional evaluations are completed, received, updated and filed.

COMMENTS: _____

Employment Contracts

____36. Prepares, distributes, and collects Professional Staff Renewal/Non-Renewal Recommendation rosters to and from campus leaders for recommendation of staff members with expiring employment contracts.

____37. Prepares contract renewal rosters for Board Member approval.

____38. Prepares, distributes and collects employment contracts for employees who will have an expiring contract at the end of the current school year.

COMMENTS: _____

Applitrack

____39. Works with Applitrack programmers to create and distributes automated Human Resources documents requiring signature. (i.e. Contracts)

____40. Assists applicants with Applitrack passwords.

COMMENTS: _____

Other

____41. Assists with various research and/or special projects or reports.

____42. Manages file retention which includes active employees, I9's, termination files, etc.

____43. Coordinates the district retirement ceremony.

____44. Prepares reports, surveys, etc. to comply with requests from Texas Education Agency, Texas Association of School Boards, Texas Association of Administrators, Education Service Centers, U.S. Census Bureau, and others, as requested.

____45. Maintains and updates the Human Resources link on the district's website.

____46. Calculates monthly Air Force JROTC M.I.P. (Minimum Instructor Pay)

____47. Maintains confidentiality of information.

____48. Performs other duties as assigned by the Chief Human Resources Officer or designee.

____49. Coordinates with the technology department for issuance of ID badges to new employees.

