

DISTRICT SCHOOL IMPROVEMENT DIRECTOR
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

- ____ 1. Ability to work on and enhance a team
- ____ 2. Utilized time wisely for effective management of position responsibilities and to ensure timelines are met
- ____ 3. Maintained punctuality in daily work times, appointments, and meetings
- ____ 4. Maintained a positive, customer-friendly, and professional tone in all communication (i.e., email, written, and verbal)
- ____ 5. Participated as an influential team member who contributed to center-wide strategic planning goals
- ____ 6. Displayed proficient levels of technology applications and remained current in the area of digital integration
- ____ 7. Performed other duties as may be assigned by district leadership
- ____ 8. Prepared and organized resources, trained, and collaborated with district personnel
- ____ 9. Exhibited initiative in identifying problems and suggesting solutions in a positive manner
- ____ 10. Exhibited good judgment and decision making

- _____ 11. Kept supervisor informed of program and district needs
- _____ 12. Maintained up-to-date entries in databases and accurate records for tracking and invoicing
- _____ 13. Adhered to district procedures, guidelines, and policies
- _____ 14. Oversaw the development, implementation, and monitoring of district and campus improvement plans, ensuring that decisions are data-driven and focused on student achievement.
- _____ 15. Guided schools in aligning their campus improvement plans with district priorities and supported principals in executing improvement strategies.
- _____ 16. Contributed to the district-level decision-making process to establish and to review for funding of the district’s goals, objectives and major classroom instructional programs.
- _____ 17. Collaborated with Chief Academic Officer in the use of federal and/or state funds to increase the level of instruction and student achievement.
- _____ 18. Informed district administration and campus principals of requirements for school improvement.
- _____ 19. Facilitated and coordinated District Planning and Decision-Making Committee (DPDMC) meetings, including agenda development, data presentations, and follow-up actions.
- _____ 20. Ensured district improvement efforts align with state and federal education policies, accountability requirements, and long-term district goals.

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 Name

Date

Administrator's Signature

Date

Employee's Signature

Date