

THBD BAND DIRECTOR
Summative Appraisal Form

Name _____ School Location _____

Position _____ Date of Review _____

Evaluator _____

Appraisal Period: From _____ to _____

Directions

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

Program Planning

- ____ 1. Directs high school instrumental performers, including marching band, orchestra, concert band, soloists, and ensembles.
- ____ 2. Establishes performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
- ____ 3. Provides for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL activities.
- ____ 4. Arranges transportation, lodging, and meals for out-of-town events.
- ____ 5. Complies with federal and state laws, State Board of Education rule, UIL rules, and board policy in the band area.
- ____ 6. Supports band booster club activities.

- ____ 7. Obtains and uses evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.
- ____ 8. Recommends policies to improve program.

COMMENTS: _____

Budget and Inventory

- ____ 9. Ensures that programs are cost-effective and funds are managed wisely.
- ____ 10. Compiles budgets and cost estimates based on documented program needs.
- ____ 11. Coordinates fundraising activities and manage funds.
- ____ 12. Maintains current inventory of all fixed assets within department.
- ____ 13. Oversees process of cleaning, repairing, and storing all band equipment.

COMMENTS: _____

Instruction

- ____ 14. Develops and implements plans for instrumental music program and show written evidence of preparation as required.
- ____ 15. Prepares lessons that reflect accommodations for individual student differences.
- ____ 16. Presents subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- ____ 17. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- ____ 18. Conducts ongoing assessments of student achievement through formal and informal testing.
- ____ 19. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

COMMENTS: _____

Student Management

- ____ 20. Applies and enforces student discipline in accordance with the Student Code of Conduct and student handbook.
- ____ 21. Accompanies and supervises students on out-of-town trips.

____22. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

COMMENTS: _____

Communication

____23. Establishes and maintains open communication by conducting conferences with parents, students, principals, and teachers.

____24. Maintains professional relationship with colleagues, students, parents, and community members.

COMMENTS: _____

Personnel Management

____25. Assists with recruitment, selection, training, supervision, and evaluation of assistant band directors.

COMMENTS: _____

Other

____26. Performs other duties assigned by supervisor.

____27. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____28. Monitors the performance of assistant band director.

COMMENTS: _____

What strengths does _____ possess?
