

**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**

**Administrative Responsibilities**

- \_\_\_\_\_ 1. Assists the Deputy Superintendent of Business Services with preparing/contributing to reports, briefings, presentations and responses to the Board on specific goals and issues.
- \_\_\_\_\_ 2. Serves as the liaison and contact between the Deputy Superintendent of Business Services 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.).
- \_\_\_\_\_ 3. 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 Deputy Superintendent of Business Services.

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

**School and Community Relations**

- \_\_\_\_\_ 4. Assists the Deputy Superintendent of Business Services with developing and publicizing press releases, notices, reports, presentations and briefings related to the vision, mission, and goals of the district.
- \_\_\_\_\_ 5. Assists in articulating the District's Vision and Goals to all stakeholders and leadership teams.

- \_\_\_\_\_ 6. Assists in gathering feedback for improving and supporting the District’s special projects and key initiatives.
- \_\_\_\_\_ 7. Works cooperatively with school administration to obtain and use evaluative findings to gauge program effectiveness for Pathways in Technology (P-TECH) and Career and Technical Education (CTE) programs.
- \_\_\_\_\_ 8. Oversees the evaluation and improvement recommendations in the purpose, design, materials and implementation of Pathways in Technology (P-TECH) and Career and Technical Education (CTE) programs.
- \_\_\_\_\_ 9. Oversees the implementation of policies established by federal and state law, State Board of Education rule, and local board policy for Pathways in Technology (P-TECH) and Career and Technical Education (CTE) programs.
- \_\_\_\_\_ 10. Represents the District and Deputy Superintendent of Business Services at public events and in various capacities with government and community organizations as assigned.
- \_\_\_\_\_ 11. Responds to parent and community-level inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.
- \_\_\_\_\_ 12. Responds to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.

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

**Student Services**

- \_\_\_\_\_ 13. Represents the District as the Custodian of Student Records; direct the preparation of records responsive to requests from the public, parents, and via subpoena; and keep informed of and comply with all provisions related to the Texas Public Information Act and FERPA.
- \_\_\_\_\_ 14. Ensures annual review of the Student Code of Conduct and student handbook; and board adoption of the SCOC.
- \_\_\_\_\_ 15. Addresses parent concerns related to discipline and campus administrative decisions. Serve as the Level II hearing officer for Student, Parent or Community grievances.

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

**Grant Assistance**

- \_\_\_\_\_ 16. Conducts research, and presents grant concepts and funding proposals for potential state and federal grant opportunities that would support and enhance the District’s current funding sources.
- \_\_\_\_\_ 17. Collaborates with district-level leadership for the purpose of preparing, reviewing, and submitting District-level grants.
- \_\_\_\_\_ 18. Maintains master files on district level grants.

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

**Policy, Compliance Reports, and Law**

- \_\_\_\_\_ 19. Serves as District Policy Contact and oversees the development, adoption, and maintenance of board policies.
- \_\_\_\_\_ 20. Serves as a resource for questions regarding interpretation and/or implementation of board policy and administrative regulations.
- \_\_\_\_\_ 21. Works with the Deputy Superintendent of Business Services and the Board to prepare agendas and structure Board-appointed committees such as Board Policy Review Committees, Strategic Planning Meetings, and Facility and Bond Oversight Committees.
- \_\_\_\_\_ 22. Coordinates postings of all proposed and adopted board policies and administrative regulations on the school district’s website.
- \_\_\_\_\_ 23. Assists the Deputy Superintendent of Business Services with completing and submitting legal responses, state compliance reports and surveys on behalf of the District as needed .
- \_\_\_\_\_ 24. Assists the Deputy Superintendent of Business Services with maintaining the Superintendent’s evaluation calendar, dashboard, and appraisal instrument.
- \_\_\_\_\_ 25. Assists the Deputy Superintendent of Business Services and school board with organizing school board member orientation, annual training opportunities, and completing reporting requirements as required by law.
- \_\_\_\_\_ 26. Maintains and updates the School Board Handbook as needed.
- \_\_\_\_\_ 27. Serves as the District’s Election Coordinator.
- \_\_\_\_\_ 28. Complies with policies established by federal and state laws, State Board of Education rule, and local board policy.

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

**Supervisory Responsibilities**

- \_\_\_\_\_ 29. Oversees the management of the district’s records retention and management, UT Austin Gear Up, Pathways in Technology (P-TECH), and Career and Technology Education (CTE programs).
- \_\_\_\_\_ 30. Recruits, trains and supervises department staff and makes sound recommendations relative to personnel placement, assignment, retention, discipline, and termination. Ensure that department operations contribute to the attainment of district goals and objectives.
- \_\_\_\_\_ 31. Supervises and evaluates the performance of the Operations Director, Operations Coordinator, and Technology Integration and Communication Services Director.

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

**Other**

- \_\_\_\_\_ 32. Maintains confidentiality and discretion with sensitive issues and information.
- \_\_\_\_\_ 33. Performs other duties as assigned by the Deputy Superintendent of Business Services.

**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's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date