

**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

Employment

- _____ 1. Maintains current knowledge of laws, rules, and regulations relating to issues of labor and employment including District Policy.
- _____ 2. Participates in professional development activities to maintain current knowledge of human resource rules, regulations, and practices appropriate to the job assignment.
- _____ 3. Reviews, monitors, analyzes, reports, and/or makes recommendations for the improvement and ongoing effectiveness of the Human Resources Department.
- _____ 4. Demonstrates behavior that is professional, ethical and responsible, as well as serving as a role model for all District staff.

COMMENTS: _____

Certification and Licensing

- _____ 5. Provides guidance to district administrators and the Senior Human Resources Coordinator in assignment of teachers according to SBEC assignment criteria and ESSA guidelines and other certification related issues.

- ____ 6. Tracks certification/permit status and communicates with employees to ensure renewal of Standard certifications are completed prior to the expiration dates. Including updating all required databases.
- ____ 7. Monitors & 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.
- ____ 8. Maintains current knowledge of certification/licensure requirements pertaining to assignments.

COMMENTS: _____

Maintenance of Physical and System Records

- ____ 9. Ensures all data is updated in the Skyward database and documents are filed correctly in the employee's physical folder.
- ____ 10. Prepares, maintains and updates service records and Loan Forgiveness documentation on all permanent or prior district personnel.
- ____ 11. Prepares and distributes the annual Salary and Assignment, Stipend notices for all permanent district personnel.
- ____ 12. Provides the annual Letters of Reasonable Assurance listing for District Para-Professional, Hourly, Substitute personnel and oversees the distribution and collection.
- ____ 13. Maintains the accuracy of all employee files.

COMMENTS: _____

Payroll and Budgeting

- ____ 14. Exports payroll data to the payroll department for the new approved salary data for the new school year data during budget phase.
- ____ 15. Initiates, updates and maintains all Skyward database tables for Employment Management and Salary Negotiations. (System calendars, salary matrices, benefit tables and general code tables).
- ____ 16. 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).
- ____ 17. Serves as a liaison between Payroll, PEIMS and all employees by troubleshooting questions and requests.
- ____ 18. Inputs and verifies new hire demographics with assignment, credentials and Board/Superintendent Approved Salary.
- ____ 19. Exports payroll data for all district employees to the payroll department for each bi-monthly payroll.

COMMENTS: _____

Public Education Information Management System (PEIMS)

- _____ 20. Maintains the PEIMS database on all permanent district personnel throughout school year.
- _____ 21. Submits Fall PEIMS, TSDS ECDS Kindergarten, Winter Class Roster, TSDS ECDS Pre-Kindergarten, Extended-Year PEIMS Business files.
- _____ 22. Attends annual PEIMS training at the Education Service Center (ESC) XV and provides all necessary updates to campus personnel.
- _____ 23. Maintains Skyward and TSDS systems with name changes and new hire data. Informs all required departments of name change.

COMMENTS: _____

Skyward

- _____ 24. Attends annual Texas Skyward Users Group Conference on behalf of district.
- _____ 25. Works with Skyward and ISCORP programmers and technicians to maximize the effectiveness of the software to enhance the Human Resources Department.

COMMENTS: _____

Employment Contracts

- _____ 26. 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.
- _____ 27. Prepares contract renewal rosters for Board Member approval.
- _____ 28. Prepares, distributes and collects employment contracts for employees who will have an expiring contract at the end of the current school year.

COMMENTS: _____

Employee Benefits

- ____ 29. Collaborates with the Employee Benefits & Support Service Coordinator and other entities to ensure data received regarding employee benefits and deductions are accurate.
- ____ 30. Mass updates of employee benefits and deductions when needed.

COMMENTS: _____

Other

- ____ 31. Assists with various research and/or special projects or reports.
- ____ 32. Manages file retention, which includes active employees, I9's, termination files, etc.
- ____ 33. 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.
- ____ 34. Calculates monthly Air Force JROTC M.I.P. (Minimum Instructor Pay).
- ____ 35. Maintains confidentiality of information.
- ____ 36. Attends trainings to maintain current with job requirements.
- ____ 37. Performs other duties as assigned by the Senior Human Resources Coordinator or designee.

COMMENTS: _____

Supervisory Responsibilities

- ____ 38. In the absence of the Senior Human Resources Coordinator, provides guidance and decision making to department personnel.

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