

SPECIALIST, SPECIAL REVENUE GRANT FUNDING

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

Major Responsibilities and Duties

- ___ 1. Provides guidance and support to District in the fiscal operation of Special Revenue Grant funds.
- ___ 2. Maintains communication with District responsible for Special Revenue Grant funded programs.
- ___ 3. Reviews and monitors aspects of ESSER financial activity related to Special Revenue Grant funds to ensure compliance with federal/state guidelines and grant requirements.
- ___ 4. Assists with the determination and documentation of staff allocations based on Special Revenue Grant Funding program objectives.
- ___ 5. Assists in preparing federal/ state documentation within the timelines established by the TEA.
- ___ 6. Assists in the maintenance of funding to ensure comparability.
- ___ 7. Assists District personnel in the review and maintenance of data quality assurance.
- ___ 8. Assists in the maintenance of comprehensive files on Special Revenue Grant funded programs and services for audit purposes.

COMMENTS: _____

Policies, Reports and Law

- ___ 9. Adheres to District policy and state guidelines in all areas of responsibility.
- ___ 10. Assists in developing and administering procedures and policies related External Funding.

COMMENTS: _____

Budget and Inventory

- ___ 11. Assists in the review and maintenance of district ESSER funding budgets.

COMMENTS: _____

Communications and Community Relations

- ___ 12. Develops a systematic process that responds to District inquiries.
- ___ 13. Communicates funding guidelines to District personnel and the general public.

COMMENTS: _____

Professional Growth and Development

- ___ 14. Serves on job-related and other committees assigned and approved by supervisors.
- ___ 15. Stays abreast with and ensures staff is informed of the latest research trends and developments in assigned areas of responsibility.
- ___ 16. Participates in professional development activities approved by supervisors.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

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