

**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**

- |          |                              |  |
|----------|------------------------------|--|
| <b>5</b> | <b>Clearly Outstanding:</b>  | Performance is consistently far superior to what is normally expected.                 |
| <b>4</b> | <b>Exceeds Expectations:</b> | Performance demonstrates increased proficiency and is consistently above expectations. |
| <b>3</b> | <b>Meets Expectations:</b>   | Performance meets expectations and presents no significant problems.                   |
| <b>2</b> | <b>Below Expectations:</b>   | Performance is consistently below expectations and significant problems exist.         |
| <b>1</b> | <b>Unsatisfactory:</b>       | Performance is consistently unacceptable.  |
| <b>0</b> | <b>Not Applicable</b>        |  |

**JOB PERFORMANCE STATEMENTS**

**Administration**

- \_\_\_\_\_ 1. Provides general professional support and operational assistance to the Superintendent including managing special projects and leading key initiatives, by resolving complex issues that require executive leadership and direction, and by supporting the deliverables of the Superintendent's Cabinet.
- \_\_\_\_\_ 2. Serves as a key strategic planner, ensuring that expectations and deadlines are clearly communicated throughout the organization and that issues that need the Superintendent's or Cabinet's attention, are dealt with in a timely manner (To Do Lists, Master District Deadline Matrix and Principal's Matrix).
- \_\_\_\_\_ 3. Collaborates with the Superintendent, Cabinet, and members of the Superintendent's Leadership Team in strategic planning and the development of models and deployment of strategies designed to support district staff, school based leaders, professional educators, and students.
- \_\_\_\_\_ 4. Assists the Superintendent with preparing/contributing to reports, briefings, presentations and responses to the Board on specific goals and issues.
- \_\_\_\_\_ 5. Serves as the District's Policy Contact and oversees the maintenance and update of Legal, Local and Administrative policies.
- \_\_\_\_\_ 6. Serves as the liaison and contact between the Superintendent 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.).

- \_\_\_\_\_ 7. 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 Superintendent.

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

**Instructional Management: As assigned by Superintendent**

- \_\_\_\_\_ 8. Conferences regularly with supervised staff, jointly develops instructional plans and supports individual professional development activities (Special Education Department, as appropriate).

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

**School and Community Relations**

- \_\_\_\_\_ 9. Articulates the District's Vision and Goals to internal/external stakeholders and leadership teams, and assists in interpreting and soliciting support and feedback of District programs, policies and philosophy in realizing the School Board of Trustees goals.
- \_\_\_\_\_ 10. Assists the Superintendent with developing and publicizing press releases, notices, reports, presentations, and briefings related to the vision, mission, and goals of the District.
- \_\_\_\_\_ 11. Represents the District and Superintendent at public events and in various capacities with government and community organizations as assigned.
- \_\_\_\_\_ 12. Responds to parent and community-level inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.
- \_\_\_\_\_ 13. Responds to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.

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

**Student Services**

- \_\_\_\_\_ 14. Represents the District as the Custodian of Student Records; directs the preparation of records responsive to requests from the public, parents, and via subpoena; and keeps informed of and complies with all provisions related to the Texas Public Information Act and FERPA.
- \_\_\_\_\_ 15. Ensures annual review of the Student Code of Conduct and student handbook; and board adoption of the SCOC.
- \_\_\_\_\_ 16. Assists campus administrators with fair and consistent administration of discipline policies and discretionary disciplinary alternative education program (DAEP) placements.
- \_\_\_\_\_ 17. Addresses parent concerns related to discipline and campus administrative decisions. Serves as the Level II hearing officer for Student, Parent or Community grievances.
- \_\_\_\_\_ 18. Provides oversight to the District's school health services, including supervision of the School Health Services Coordinator; coordination and collaboration with community health officials and service providers; and coordination of training for school nurses, and required annual reporting to the Department of State Health Services and Texas Education Agency.

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

**Grant Assistance**

- \_\_\_\_\_ 19. Conducts research on potential grant opportunities for the District. (e.g. TEA, Federal, DoDEA).
- \_\_\_\_\_ 20. Identifies and presents grant concepts and funding proposals to the Superintendent which would support and enhance current funding sources.
- \_\_\_\_\_ 21. Collaborates and provides technical assistance to Cabinet and/or district personnel for the purpose of preparing, reviewing, and submitting a District-level grant.
- \_\_\_\_\_ 22. Maintains master files on district level grants.

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

**Policy, Compliance Reports, and Law**

- \_\_\_\_\_ 23. Coordinates the development and adoption of board policy and administrative regulations as needed.
- \_\_\_\_\_ 24. Serves as a resource for questions regarding interpretation and/or implementation of board policy and administrative regulations.
- \_\_\_\_\_ 25. Works with the Superintendent and the Board to prepare agendas and structure Board-appointed Committee (Board Policy Review Committee, Safety and Security Committee, School Health Advisory (SHAC), and Strategic Planning) Meetings.
- \_\_\_\_\_ 26. Coordinates postings of all proposed and adopted board policies and administrative regulations are updated on the school district's website.
- \_\_\_\_\_ 27. Assists the Superintendent with completing and submitting compliance reports and surveys on behalf of the District as required by law (e.g., Eminent Domain, Texas School Safety Audit Report, TEA Reports, DSHS Annual Reports).
- \_\_\_\_\_ 28. Assists the Superintendent with maintaining the Superintendent's evaluation calendar, dashboard, and appraisal instrument.
- \_\_\_\_\_ 29. Assists the Superintendent and school board with organizing school board member orientation, annual training opportunities, and completing reporting requirements as required by law.
- \_\_\_\_\_ 30. Maintains and updates the School Board Handbook as needed.
- \_\_\_\_\_ 31. Serves as the District's Title IX Coordinator.
- \_\_\_\_\_ 32. Serves as the District's Election Coordinator.
- \_\_\_\_\_ 33. Complies with policies established by federal and state laws, State Board of Education rule, and local board policy.

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

**Other**

- \_\_\_\_\_ 34. Maintains confidentiality and discretion with sensitive issues and information.

\_\_\_\_\_ 35. Performs other duties as assigned by the Superintendent.

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

**Supervisory Responsibilities**

\_\_\_\_\_ 36. The Chief Administrative Officer directly supervises and evaluates the Communication & Public Relations Director, the Health Services Coordinator and the Operations Coordinator.

\_\_\_\_\_ 37. Monitors the Operations/Textbooks/Safety Departments through the supervision of the Operations Coordinator.

\_\_\_\_\_ 38. Monitors the Special Education Department Instructional operations through the supervision of the Special Education Director.

\_\_\_\_\_ 39. Monitors the Communication & Public Relations Department through the supervision of the Communication & Public Relations Director.

**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