

COORDINATOR, HUMAN RESOURCES
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. Works cooperatively with the Senior Human Resources Coordinator to help identify and define district human resource needs.
- _____ 2. Coordinates and monitors the day-to-day operations of staffing, wage and salary administration (e.g. processing applications, reviewing interview/recommendation listings, collecting proper documentation, inputting substitute data, analyzing transcripts and references, preparing announcements of vacancies, retention of substitutes, interim positions, permanent positions, summer school positions, etc.) for meeting district staffing requirements while complying with established guidelines.
- _____ 3. Meets with many applicants to answer questions regarding requirements for vacancies.
- _____ 4. Verifies and ensures input accuracy of employee demographics, credentials, etc.
- _____ 5. Responds to written and verbal inquiries from a variety of internal and external sources (e.g. substitutes, teachers, administrators, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
- _____ 6. Collaborates and assists the Teacher Incentive Allotment and Talent Development Coordinator in the development, recruitment and retention strategies for District personnel. Including recommending, scheduling, and attending job fairs.
- _____ 7. Works with campus administrators to aid them in the selection process for employees.

- _____ 8. Coordinates, processes, and ensures proper background and/or state and national criminal screenings utilizing the Texas Department of Public Safety (TXDPS), Clearinghouse following Senate Bill 9 fingerprinting requirements for all employees, volunteers and vendors. Including obtaining all documents necessary for fingerprint and scheduling appointments, and reviewing the results on all employees.
- _____ 9. Meets with all Applicants or Volunteers to resolve any background issues and discusses with Chief Financial Officer.
- _____ 10. Maintains current knowledge of laws, rules, and regulations relating to issues of labor and employment including District Policy.
- _____ 11. Informs the Senior Human Resources Coordinator of the employment status of personnel and any problem relating to or affecting staff.
- _____ 12. Ensures all federal and state status applicable to equal employment opportunity and minority practices are carefully observed and practiced by all District staff.
- _____ 13. Maintains records as required by the federal, state government, and board policies and assist in the preparation of reports.
- _____ 14. Assists with job assignments, reassignments, transfers-of professional/support staff including preparation of new hire and employee reassignment letters.
- _____ 15. Participates in professional development activities to maintain current knowledge of human resource rules, regulations, and practices appropriate to the job assignment.
- _____ 16. Reviews, monitors, analyzes, reports, and/or makes recommendations for the improvement and ongoing effectiveness of Human Resources Department.
- _____ 17. Demonstrates behavior that is professional, ethical and responsible, as well as serving as a role model for all District staff.

COMMENTS: _____

Certification and Licensing

- _____ 18. Assists applicants and employees with certification applications. Verifies certification with the Texas State Board for Educator Certification (SBEC), universities, colleges, alternative certification programs, and education agencies in other states.
- _____ 19. Processes SBEC permit applications/payment and monitors certification status.
- _____ 20. Tracks certification, testing and permit status and communicate with employees to ensures completion of certification requirements.
- _____ 21. Serves as the point of contact for administrators, employees and applicants on certification issues.
- _____ 22. Maintains current knowledge of certification/licensure requirements pertaining to assignments.

COMMENTS: _____

Substitutes

_____ 23. Collaborate with the Human Resources Substitute Specialist to ensure efficiency of substitute program.

COMMENTS: _____

Other

_____ 24. Assists in analyzing data from exit interview.

_____ 25. Provides support to campus personnel as needed.

_____ 26. Works collaboratively with the Human Resource Information Systems Coordinator.

_____ 27. Assists the Senior Human Resources Coordinator with other personnel issues as requested.

_____ 28. Supports the Senior Human Resources Coordinator for the purpose of assisting in the performance of their work activities.

_____ 29. Uses information and insights provided through assessment instruments, the District appraisal process, surveys, feedback from supervisors, and professional development programs to improve job-related performance.

_____ 30. Ensures preparation and accuracy of the Professional new hire board packet and spreadsheet for monthly and called meetings before submission to Senior Human Resources Coordinator.

_____ 31. Performs other duties assigned by supervisor.

_____ 32. Maintains confidentiality of information.

_____ 33. Oversees activities for Teacher Appreciation/Teacher of the Year celebration.

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