

**ESSER GRANT MANAGER
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

General Duties

- ____ 1. Ensures all activities are coordinated for students, to include before, during and after school events.
- ____ 2. Administers the ESSER Instructional budget and implements program objectives.
- ____ 3. Implements grant policies to maximize student and parent participation.
- ____ 4. Conducts the program orientation for families who have children participating in planned activities.
- ____ 5. Communicates program expectations and program objectives to staff, students, and community stakeholders.
- ____ 6. Maintains inter-agency collaboration and networking, to include all community stakeholders.
- ____ 7. Grant Manager monitors participation progress, collects, and maintains student attendance for all after school supplemental programs.
- ____ 8. Coordinates and manages program's operations at all campus sites or extra-curricular activity centers.
- ____ 9. Ensures all supplies and fees are ordered and paid for student participation in activities.

- ____ 10. Oversees and tracks monthly expenditures for the grant.
- ____ 11. Coordinate/supervise activities, schedules, and transportation for all project sites.
- ____ 12. Coordinates all requests and needs of campus principals, teachers, counselors, and support staff in relations to the grant objectives.
- ____ 13. Assures that all activities, that meet the needs and interests of students and community members, are continued through the life of the grant.
- ____ 14. Develops a master schedule of center activities to be shared with all stakeholders.
- ____ 15. Prepares and coordinates the summer program to include academic and extra-curricular activities for participating students throughout the extended calendar

COMMENTS: _____

Policy, Reports and Law

- ____ 16. Adhere to and implement the policies established by federal and state law, State Board of Education rule and Board policy in curriculum and state initiatives.

COMMENTS: _____

Professional Growth and Development

- ____ 17. Performs duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of Ethics for Educators.

COMMENTS: _____

Other

- ____ 18. Perform other duties assigned or needed
- ____ 19. Maintain confidentiality of information at all times
- ____ 20. Keep abreast of changes and updates for the ESSER III Funds

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