

**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**

- |          |                              |  |
|----------|------------------------------|--|
| <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**

**Employment**

- \_\_\_\_1. Works cooperatively with the Chief Human Resources Officer to help define human resource needs.
- \_\_\_\_2. Monitors a variety of processes for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- \_\_\_\_3. Coordinates employment process (e.g. processing applications, inputting substitute data, analyzing transcripts and references, preparing announcements of vacancies, retention of substitutes, interim positions, permanent positions, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- \_\_\_\_4. Develops a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- \_\_\_\_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. Troubleshoots substitute calling system for the purpose of ensuring the efficient and effective functioning of the program so that the instructional needs of students are met and provide training sessions to district employees for AppliTrack and AESOP usage.

- \_\_\_\_7. Supports the Chief Human Resources Officer for the purpose of assisting in the performance of their work activities.
- \_\_\_\_8. Assists in the development recruitment and retention strategies for District personnel. Including recommending, scheduling, and attending job fairs.
- \_\_\_\_9. Works with campus administrators to aide them in the selection process for employees.
- \_\_\_\_10. Schedules, prepares, and performs orientation programs for new employees.
- \_\_\_\_11. Works with staff to ensure all employees have proper background screenings including employees, volunteers, and vendors.
- \_\_\_\_12. Coordinates state and national criminal background checks utilizing the Texas Department of Public Safety (TXDPS), Clearinghouse following Senate Bill 9 fingerprinting requirements.
- \_\_\_\_13. Maintains current knowledge of laws, rules, and regulations relating to issues of labor and employment including EEOC, ELSA, Title IX, and District Policy.
- \_\_\_\_14. Informs the Chief Human Resources Officer of the employment status of personnel and any problem relating to or affecting staff.
- \_\_\_\_15. Assists with the annual review of the District’s employee handbook.
- \_\_\_\_16. Ensures all federal and state status applicable to equal employment opportunity and minority practices are carefully observed and practiced by all District staff.
- \_\_\_\_17. Maintains records as required by the federal, state government, and board policies and assist in the preparation of reports.
- \_\_\_\_18. Prepares and revises of all professional and paraprofessional job descriptions as well as job evaluation and classifications.
- \_\_\_\_19. Assist in planning, facilitating and presenting staff development on topics of legal significance
- \_\_\_\_20. Assists with job assignments, reassignments, transfers, of professional/support staff including preparation of new hire and employee reassignment letters.
- \_\_\_\_21. Monitors District vacancy and employment needs.
- \_\_\_\_22. Participates in professional development activities to maintain current knowledge of human resource rules, regulations, and practices appropriate to the job assignment.
- \_\_\_\_23. Reviews, monitors, analyzes, reports, and makes recommendations for the improvement and ongoing effectiveness of Human Resources Department.
- \_\_\_\_24. 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.
- \_\_\_\_25. Demonstrates behavior that is professional, ethical and responsible, as well as serving as a role model for all District staff.

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

**Substitutes**

- \_\_\_\_26. Oversees teacher substitute program. Creates guidelines outlining substitute teacher duties and maintains handbook.

- \_\_\_\_27. Assists New Teacher Mentor Program.
- \_\_\_\_28. Provides support to campus personnel as needed.
- \_\_\_\_29. Assists in analyzing data from exit interview.
- \_\_\_\_30. Inputs information on AESOP for Substitutes and Employees and maintains current data such as telephone numbers, education and certification.
- \_\_\_\_31. Provides training sessions on a one to one basis on AESOP for substitutes as needed.
- \_\_\_\_32. Prepares and submits information required for processing auxiliary and substitute employee payroll.
- \_\_\_\_33. Works cooperatively with payroll and other HR staff to ensure accuracy of leave reports and substitute pay.

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

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**Records, Reports, and Correspondence**

- \_\_\_\_34. Inputs demographic information to process background checks on prospective employees/substitutes/volunteers and maintain records.
- \_\_\_\_35. Maintains active substitute lists and distributes to campus principals.
- \_\_\_\_36. Prepares advertisements and purchase orders for publishing in the newspaper for some vacant positions and EOC requirements.
- \_\_\_\_37. Meets with all Applicants or Volunteers to resolve any background issues and discuss with Chief Human Resources and Instructional Support Officer.
- \_\_\_\_38. Meets with many applicants to answer questions regarding requirements for vacancies
- \_\_\_\_39. Obtains all documents necessary for fingerprint and schedules appointments and reviews results on all employees and substitutes.
- \_\_\_\_40. Maintains all fingerprint information and records.
- \_\_\_\_41. Assures that all Labor Law Posters are updated and that we are in compliance.

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

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**Other**

- \_\_\_\_42. Works collaboratively with the Human Resource Information Systems Coordinator.
- \_\_\_\_43. Assists the Chief Human Resources Officer with other personnel issues as requested.
- \_\_\_\_44. Reviews interview lists and recommendations on all new hires and assists when necessary to assure proper documentation.
- \_\_\_\_45. Prepares the Professional new hire board agenda spreadsheet for monthly and called meetings.
- \_\_\_\_46. Performs other duties assigned by supervisor.

\_\_\_\_47. Maintains confidentiality of information.

\_\_\_\_48. Available for training sessions to para professional employees as needed.

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

**Supervisory Responsibilities**

\_\_\_\_49. Supervises in the absence of the Chief Human Resources Officer.

**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