

DISTRICT SCHOOL IMPROVEMENT DIRECTOR
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

- _____ 1. Ability to work on and enhance a team
- _____ 2. Utilized time wisely for effective management of position responsibilities and to ensure timelines are met
- _____ 3. Maintained punctuality in daily work times, appointments, and meetings
- _____ 4. Maintained a positive, customer-friendly, and professional tone in all communication (i.e., email, written, and verbal)
- _____ 5. Participated as an influential team member who contributed to center-wide strategic planning goals
- _____ 6. Displayed proficient levels of technology applications and remained current in the area of digital integration
- _____ 7. Performed other duties as may be assigned by district leadership
- _____ 8. Prepared and organized resources, trained, and collaborated with district personnel
- _____ 9. Exhibited initiative in identifying problems and suggesting solutions in a positive manner
- _____ 10. Exhibited good judgment and decision making

- ____ **11.** Kept supervisor informed of program and district needs
- ____ **12.** Maintained up-to-date entries in databases and accurate records for tracking and invoicing
- ____ **13.** Adhered to district procedures, guidelines, and policies

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's Name

Date

Administrator's Signature

Date

Employee's Signature

Date