

**SPECIALIST, PEIMS DATA QUALITY  
AND ACCOUNTABILITY  
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**

- \_\_\_1. Thoroughly reads, understands, and implements the *Texas Education Data Standards (TEDS)* and *Student Attendance Accounting Handbook (SAAH)*.
- \_\_\_2. Submits required weekly Person Enrollment Tracker (PET) submissions through the Texas Student Data System (TSDS); resolves dual enrollment reports between the home districts and other districts.
- \_\_\_3. Assist campuses and departments with questions and/or provide direction in maintaining or correcting student data.
- \_\_\_4. Assist with assigning Service IDs for all state approved courses as described in the TEDS.
- \_\_\_5. Assist with creating courses/sections in the appropriate course master for the entry of transfer grades as requested by the campus registrars; ensure all course coding is in compliance with the TEDS.
- \_\_\_6. Assist with building and formatting of Public Education Information Management System (PEIMS) files for submissions; resolve data issues according to TEDS and SAAH; assist with building and formatting ancillary data collections such as Early Childhood Data Collection (ECDC) and the Civil Rights Data Collection (CRDC).
- \_\_\_7. Assist in performing on-site audits in areas related to PEIMS reporting such as enrollment, leavers, and discipline to ensure data accuracy
- \_\_\_8. Compile, maintain and file all reports, records, and other documents as required; upload reports to secure shared folder for access by campuses, special programs and departments.

- \_\_\_9. Compile data for confidential student level reviews triggered by Data Validation Monitoring.
  
- \_\_\_10. Assist with data cleanup from campus, special programs, or departments that directly relate to producing enrollment projections or rezoning scenarios; enter data, as requested, to assist the director in developing enrollment protections or rezoning scenarios
- \_\_\_11. Assist in development and update of training manuals and materials for PEIMS; create quick-reference guides.
  
- \_\_\_12. Compile updated discipline information for inclusion in the district discipline manual; review SGLC placement letters and verify corresponding discipline coding in the SIS; contact campus for corrections in order to maintain accuracy of data; assist the campuses in maintaining accurate discipline records through periodic desk audits, on-site audits and training.
  
- \_\_\_13. Generate and archive end-of-year reports, such as the student information report and transcripts.
  
- \_\_\_14. Activate students and correct grade level and entry date as needed.
  
- \_\_\_15. Monitor leavers and dropouts for accountability purposes.
  
- \_\_\_16. Serve as the district contact for enrollment information, discipline records and demographics data.

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

**ETHICS**

- \_\_\_17. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace
  
- \_\_\_18. Maintain confidentiality of all data and files including student and staff information
  
- \_\_\_19. Safeguard against unauthorized access to assigned computer system and electronic data.
  
- \_\_\_20. Keep informed of and comply with all state and district policies and regulations concerning primary job functions.

**COMMENTS:** \_\_\_\_\_  
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What strengths does \_\_\_\_\_ possess?

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What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success?

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Summative Conference Comments:

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**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 (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date