

**SPECIALST PEIMS DATA QUALITY AND COMPLIANCE  
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**

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

**Data Quality and Compliance**

- \_\_\_\_ 1. Monitor attendance procedures, accuracy, and timeliness of data entry into the district's computer-based attendance system. Conduct on-site visits to audit data for adherence to federal, state and/or local regulations, procedures, and documentation requirements in areas related to district funding and compliance.
- \_\_\_\_ 2. Monitor special attendance programs such as Pre-Kindergarten (PK), Homebound, Pregnancy Related Services (PRS) and Optional flexible School Day Program (OFSDP); ensure proper student accounting practices per the TEA Student Attendance Accounting Handbook (SAAH).
- \_\_\_\_ 3. Incorporate changes from the Texas Education Agency (TEA) in attendance and reporting requirements into the district's attendance policy and procedures handbook.
- \_\_\_\_ 4. Create and update data mining reports for campus and special programs use.
- \_\_\_\_ 5. Compile, maintain, and file physical and computerized reports, student records, and other supporting documentation as required by the SAAH and the Texas State Records Retention Schedule.
- \_\_\_\_ 6. Generate and distribute end-of-term/year honor roll and perfect attendance reports.

- \_\_\_7. Prepare daily, weekly and/or monthly attendance reports; analyze for completeness and distribute to appropriate central office staff and/or departments for analysis, verification, and correction.
- \_\_\_8. Establish timelines for gathering attendance and discipline related reports from campuses and departments.

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

**Training and Technical Support**

- \_\_\_9. Identify concerns with the student information system (SIS) that affect funding, compliance, and/or the reporting of quality data; coordinate with the director when submitting service calls to the vendor for possible solutions.
- \_\_\_10. Assist departments and campuses to reconcile student special programs enrollment to enrollment posting in campus attendance registers.
- \_\_\_11. Conduct trainings for designated campus para-professional staff on attendance procedures, accuracy and timeliness of data entry into the SIS
- \_\_\_12. Assist campuses in the grade reporting process; conduct on-campus gradebook training as requested.
- \_\_\_13. Attend and assist with in-service trainings, department meetings, and workshops.

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

**Ethics**

- \_\_\_14. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- \_\_\_15. Maintain confidentiality of all data and files.
- \_\_\_16. Safeguard against unauthorized access to assigned computer system and electronic data

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

**Other**

- \_\_\_17. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- \_\_\_18. Perform all other task and duties as assigned

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

What strengths do \_\_\_\_\_ 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