

**DEL RIO CARES PROGRAM COORDINATOR
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator'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 | |

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

- ___ 1. Coordinated the implementation of the Del Rio Cares Program.
- ___ 2. Provided ongoing training, coaching and support to campus personnel on the implementation of the best practices for student health and safety using lessons crafted for the Del Rio Cares Program.
- ___ 3. Assisted the Administrative Director and Federal and State Programs Director with the coordination and renewal of MOUs between community health providers and the District.
- ___ 4. Identified, coordinated and maintained a directory of district services, community and governmental resources and shares them with family and school personnel as needed.
- ___ 5. Worked closely with the SFDRCSISD School Health Advisory Council (SHAC) and other community health agencies to raise awareness, reduce stigma and bring resources that will encourage healthy choices, mental wellness, postsecondary readiness, and career planning.
- ___ 6. Worked closely with campus leadership to identify and recover students who are separated from the educational system; specifically, student drop-outs, students who are eligible for Pregnancy Related Services (PRS) and homeless students who may be eligible for McKinney-Vento Homeless Assistance.
- ___ 7. Coordinated counseling services for students assigned to the Student Guidance and Learning Center.
- ___ 8. Worked with the Federal and State Programs Director to assist with the completion of the McKinney Vento and Foster Care applications and qualification for services.

COMMENTS: _____

Program Management

- ___ 9. Conducted orientation and training of the Del Rio Cares Program to campus administration and staff as needed.
- ___ 10. Worked with campus leadership, school counselors, teaching staff, and community partners quarterly to monitor and review the implementation of the Del Rio Cares Program lessons on their campus.
- ___ 11. Collaborated with feeder middle schools to identify at-risk students and develops strategies for a successful transition into the rigors of high school.
- ___ 12. Conducted an annual program analysis with students, parents, and school staff to assess needs and obstacles faced in the implementation of the Del Rio Cares Program including any barriers faced by students and families seeking services, and create action plans that will improve services and the health and safety of our district's youth.
- ___ 13. Sought and attended professional development in order to effectively develop and enhance the Del Rio Cares Program implementation that will provide support to all campuses.
- ___ 14. Represented the District and assisted in the efforts to support the District's needs and values when participating in appropriate community task force committees.
- ___ 15. Coordinated and facilitates parent training to support and enhance the work of the Del Rio Cares Program.
- ___ 16. Fostered collaborative educational efforts among staff by supporting the district's philosophy, mission and its commitment to planning and decision-making.

COMMENTS: _____

Administration

- ___ 17. Worked cooperatively with district counselors, administrators, and directors to provide information on identifying and working with at-risk students.
- ___ 18. Adhered to policies established by federal and state law, the State Board of Education rule, and board policy.
- ___ 19. Adhered to all district and campus routines and regulations.
- ___ 20. Maintained a positive and effective relationship with supervisors.
- ___ 21. Communicated effectively with colleagues, students, and parents.
- ___ 22. Maintained confidentiality of information.

___23. Performed other duties as assigned by the Federal and State Programs Director.

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