

**FEDERAL AND STATE PROGRAMS COORDINATOR  
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 STANDARDS**

- \_\_\_\_\_ 1. Monitored and evaluated all federal/state programs for compliance with ESSA, TEA, and FASRG.
- \_\_\_\_\_ 2. Facilitated the preparation and submission of standard applications to Texas Education Agency for federal and state funds to include but not limited to ESSA Consolidated Grant, Migrant Program Applications, Focus and Priority Grants, any other State funded grants within the timelines established by TEA and other agencies.
- \_\_\_\_\_ 3. Ensured completion of required reports and program requirements, including Migrant Annual Compliance Reports, ESSA Consolidated Compliance reports, and audits.
- \_\_\_\_\_ 4. Assisted with the determination and documentation of staff allocations based on Special Revenue Grant Funding program objectives.
- \_\_\_\_\_ 5. Determined the allowability under federal and/or state guidelines of funding requests for federal and/or state funds.
- \_\_\_\_\_ 6. Provided training and guidance to district and campus staff on compliance requirements, allowable use of funds, and time & effort documentation.
- \_\_\_\_\_ 7. Assisted in the maintenance of comprehensive files on Special Revenue Grant funded programs and services for audit purposes by coordinating with ESCs, TEA, and external auditors on program implementation and accountability.
- \_\_\_\_\_ 8. Served as liaison between home, school, and community to support student academic success to increase Title I parental involvement, including PAC meetings and districtwide parent events.
- \_\_\_\_\_ 9. Oversaw the compliance and effectiveness of the Title I Program, to include serving as District McKinney Vento, Foster, and Unaccompanied Youth Liaison.

- \_\_\_\_ 10. Consulted with and monitored local Private Non-Profit (PNPs) who participate in the Title I, Title II, and Title IV funding for their campuses and qualifying students.
- \_\_\_\_ 11. Maintained, reviewed, and reported accurate migrant student data, eligibility, and services across NGS, PEIMS, and Skyward to ensure state and federal compliance.
- \_\_\_\_ 12. Generated and monitored required federal and state program reports related to enrollment, academic progress, health, residency, graduation, withdrawals, and supplemental services.
- \_\_\_\_ 13. Identified, recruited, and supported eligible migrant children and youth (ages 0-21) through outreach, family interviews, COE completion, community partnerships, and dropout recovery for Out-of-School Youth.

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

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**Policies, Reports and Law**

- \_\_\_\_ 14. Adhered to District policy and state guidelines in all areas of responsibility.
- \_\_\_\_ 15. Assisted in developing and administering procedures and policies related to External Funding.
- \_\_\_\_ 16. Compiled, maintained, and filed all reports and other documents required, including mandatory financial reports and audits to TEA.
- \_\_\_\_ 17. Complied with policies established by federal and state law, State Board of Education rule, and local board policy.

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

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**Fiscal and Inventory**

- \_\_\_\_ 18. Assisted in the development, monitoring, and maintaining of budgets for ESSA, SCE, and other special revenue programs.
- \_\_\_\_ 19. Prepared and processed purchase orders, travel files, and budget worksheets for federal/state funded staff and programs.
- \_\_\_\_ 20. Ensured expenditures are allowable, cost-effective, and are aligned with Campus/District Needs Assessments and Improvement Plans.
- \_\_\_\_ 21. Ensured that programs are cost effective and that federal and state programs are managed wisely.

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

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**Communication and Collaboration**

- \_\_\_\_ 22. Provided technical assistance to principals, coordinators, and district leaders on ESSA program implementation and collaborated to align resources with curriculum and instructional priorities.
- \_\_\_\_ 23. Communicated funding guidelines to District personnel and the general public.
- \_\_\_\_ 24. Served as district liaison with community agencies, nonprofits, and external partners on federally funded initiatives.

\_\_\_\_\_ 25. Informed the superintendent and other administration of the effects of current and impending state and federal legislation that affected the level of grant funding.

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

**Other**

\_\_\_\_\_ 26. Served on job-related and other committees assigned and approved by supervisors.

\_\_\_\_\_ 27. Stayed abreast with and ensured staff are informed of the latest research trends and developments in assigned areas of responsibility.

\_\_\_\_\_ 28. Participated in professional development activities approved by supervisors.

\_\_\_\_\_ 29. Maintained confidentiality of records and sensitive information.

\_\_\_\_\_ 30. Attended required professional development and remained current on ESSA/TEA program guidance.

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

What strengths does \_\_\_\_\_ possess?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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