

DIRECTOR, PEIMS DATA QUALITY, COMPLIANCE AND ACCOUNTABILITY
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

Safety Program

- _____ 1. Communicates with TEA and related agencies, when needed, to clarify or ensure that the district is in compliance with proper recordkeeping and data reporting.
- _____ 2. Design, direct and conduct on-site audits for adherence to state and/or local regulations, procedures, and documentation requirements as prescribed in the Student Attendance Accounting Handbook (SAAH), PEIMS/TEDS Data Standards, local board policies and district procedural manuals.
- _____ 3. Responsible for data quality compliance reporting; coordinates the district response to areas of concern in the Data Validation components of TEA's PBM system; reconcile Data Validation Monitoring (DVM) staging for assessments, discipline and leaver codes; conduct student-level data reviews and develop Corrective Actions Plans (CAP) for submission to TEA.
- _____ 4. Design and conduct on-site and/or desk audits of leaver, dropout, graduates and discipline data in accordance with PEIMS/TEDS Data Standards.
- _____ 5. Direct the overall activities associated with monitoring the quality of student records in relation to attendance, class scheduling, grade reporting, and demographic data; develop procedural guidelines for the accurate collection of student enrollment, attendance, and discipline data.

- _____ 6. Oversee the submission of PEIMS fall, mid-year, summer and extended year submissions; verify data submitted to TEA; oversee district and campus data corrections; ensure data corrections are submitted to TEA in a timely manner.

COMMENTS: _____

Coordination and Training

- _____ 7. Foster a connection between Public Education Information Management System (PEIMS) coding and accountability and funding.
- _____ 8. Coordinate with the business office, human resources, student services and campus personnel to verify the accuracy of data according to PEIMS Data Standards.
- _____ 9. Conduct trainings for campus and district administrators on discipline, special programs, demographics, leavers, dropouts, college, career and military readiness (CCMR) reporting, etc. through PEIMS and the effect of coding on accountability reporting.
- _____ 10. Lead data quality reviews with program directors and campus staff; develop reports and queries to analyze and validate data integrity. Provides oversight to ensure that fire safety equipment (fire extinguishers, emergency lights, and fire exit lights) are maintained in operating and optimum condition.

COMMENTS: _____

Management Information System

- _____ 11. Serve as System Administrator for the district's student information system (SIS); coordinate system upgrades; manage and assign security of district user accounts; responsible for ensuring all settings and codes are correct and accurate in PEIMS reportable functions such as calendars, master schedule reporting (course completion, schedule changes, credit by exam, dual credit/AP coding, transfer courses, etc.); coordinate with the student information system vendor to identify, evaluate, and address programming errors and inconsistencies
- _____ 12. Monitor the accuracy of information shared between the district's software systems that effect PEIMS coding and accountability
- _____ 13. Analyze and correct historical grades, credits and transcripts according to the *TEA Minimum Standards for the Academic Achievement Record* and in accordance with PEIMS Data Standards.
- _____ 14. Manage Viewing software for report card printing/storage, grade reporting, and interim progress reporting.

COMMENTS: _____

Student Enrollment and Registration

- _____ 15. Oversee the Student Enrollment and Registration department
- _____ 16. Assist the district and campus administrators in making enrollment projections for the succeeding year budget estimates; establish procedural guidelines for the accurate collection of student demographics, registration and enrollment.

____ 17. Oversee the preparation and dissemination of daily, weekly, and/or monthly enrollment reports.

____ 18. Implement and maintain a district-wide attendance program.

COMMENTS: _____

Communication

____ 19. Develop, implement and maintain district procedural manual to ensure district-wide consistency and proper and accurate reporting of PEIMS data.

____ 20. Prepare and present attendance and discipline reports for Board of Trustees.

____ 21. Communicate regularly with district and campus personnel regarding student and accountability requirements.

COMMENTS: _____

Policy, Reports and Law

____ 22. Disseminate federal and state accountability reports including but not limited to: Texas Academic Performance Report (TAPR), Performance-Based Monitoring Analysis System (PBMAS), Public Education Grant (PEG), District and School Report Cards, PEIMS Edit+ reports.

____ 23. Keep current on legislative changes impacting, accountability and PEIMS reporting.

____ 24. Comply with all applicable federal and state laws, Board of Education rules and local board policy and regulations.

____ 25. Maintain current knowledge and understating of district policies.

____ 26. Compiles budget and cost estimates based upon documented program needs

COMMENTS: _____

Personnel Management

____ 27. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

____ 28. Evaluates job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.

COMMENTS: _____

Ethics

- ____ 29. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- ____ 30. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees.
- ____ 31. Safeguard against unauthorized access to assigned computer system and electronic data.
- ____ 32. Keep informed of and comply with all state and district policies and regulations concerning primary job functions

COMMENTS: _____

Supervisory Responsibilities

- ____ 33. Supervises Coordinator, District PEIMS, Coordinator, Student Registration and Enrollment and assigned paraprofessional staff.

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 (Signature)

Date

Employee's Signature

Date