

**ADMINISTRATIVE DIRECTOR
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. Provide general professional support and operational assistance to the Superintendent including managing special projects and leading key initiatives, by resolving complex issues that require executive leadership and direction, and by supporting the deliverables of the Superintendent's Cabinet.
- _____ 2. Serve as a key strategic planner, ensuring that expectations and deadlines are clearly communicated throughout the organization and that issues that need the Superintendent's or Cabinet's attention, are dealt with in a timely manner (To Do Lists, Master District Deadline Matrix and Principal's Matrix).
- _____ 3. Collaborate with the Superintendent, Cabinet, and members of the Superintendent's Leadership Team in strategic planning and the development of models and deployment of strategies designed to support district staff, school based leaders, professional educators, and students.
- _____ 4. Assist the Superintendent with preparing/contributing to reports, briefings, presentations and responses to the Board on specific goals and issues.
- _____ 5. Serve as the District's Policy Contact and oversees the maintenance and update of Legal, Local and Administrative policies.
- _____ 6. Serve as the liaison and contact between the Superintendent and internal/external stakeholders and leadership teams to gain diverse perspectives in the development and support of District initiatives and priorities (Strategic Planning Committees, Citizen's Committees, Teacher and Student Advisory groups, etc.)

- _____ 7. Assist in the preparation of board agendas, structure of board meetings, accuracy of board minutes, and gathering of and disseminating of information for the Board on behalf of the Superintendent.

COMMENTS: _____

School and Community Relations

- _____ 8. Articulate the District's Vision and Goals to internal/external stakeholders and leadership teams, and assists in interpreting and soliciting support and feedback of District programs, policies and philosophy in realizing the School Board of Trustees goals.
- _____ 9. Assist the Superintendent with developing and publicizing press releases, notices, reports, presentations, and briefings related to the vision, mission, and goals of the District.
- _____ 10. Represent the District and Superintendent at public events and in various capacities with government and community organizations as assigned.
- _____ 11. Respond to parent and community-level inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.

COMMENTS: _____

Student Services

- _____ 12. Represents the District as the Custodian of Student Records; direct the preparation of records responsive to requests from the public, parents, and via subpoena; and keep informed of and comply with all provisions related to the Texas Public Information Act and FERPA
- _____ 13. Ensures annual review of the Student Code of Conduct and student handbook; and board adoption of the SCOC.
- _____ 14. Assist campus administrators with fair and consistent administration of discipline policies and discretionary disciplinary alternative education program (DAEP) placements.
- _____ 15. Address parent concerns related to discipline and campus administrative decisions. Serve as the Level II hearing officer for Student, Parent or Community grievances.
- _____ 16. Provide oversight to the District's school health services, including supervision of the School Health Services Coordinator; coordination and collaboration with community health officials and service providers; and coordination of training for school nurses, and required annual reporting to the Department of State Health Services and Texas Education Agency.
- _____ 17. Provide oversight to the District's guidance and counseling counselors, coordination and collaboration with Education Region Service Center support specialists and community mental health service providers (e.g., TCHATT, BCFS, etc.); coordination of training of school counselors, and reporting to the Texas Education Agency
- _____ 18. Provide oversight to the District's guidance and counseling counselors, coordination and collaboration with Education Region Service Center support specialists and community mental health service providers (e.g., TCHATT, BCFS, etc.); coordination of training of school counselors, and reporting to the Texas Education Agency.

Grant Assistance

- _____ 19. Conduct research on potential grant opportunities for the District. (e.g. TEA, Federal, DoDEA)
- _____ 20. Identify and present grant concepts and funding proposals to the Superintendent which would support and enhance current funding sources.
- _____ 21. Collaborate and provide technical assistance to Cabinet and/or district personnel for the purpose of preparing, reviewing, and submitting a District-level grant.
- _____ 22. Maintain master files on district level grants.

COMMENTS: _____

Policy, Compliance Reports, and Law

- _____ 23. Coordinate the development and adoption of board policy and administrative regulations as needed.
- _____ 24. Serve as a resource for questions regarding interpretation and/or implementation of board policy and administrative regulations.
- _____ 25. Work with the Superintendent and the Board to prepare agendas and structure Board-appointed Committee (Board Policy Review Committee, Safety and Security Committee, School Health Advisory (SHAC), and Strategic Planning) Meetings.
- _____ 26. Coordinate postings of all proposed and adopted board policies and administrative regulations are updated on the school district’s website.
- _____ 27. Assists the Superintendent with completing and submitting compliance reports and surveys on behalf of the District as required by law (e.g., Eminent Domain, Texas School Safety Audit Report, TEA Reports, DSHS Annual Reports)
- _____ 28. Assist the Superintendent with maintaining the Superintendent’s evaluation calendar, dashboard, and appraisal instrument.
- _____ 29. Assist the Superintendent and school board with organizing school board member orientation, annual training opportunities, and completing reporting requirements as required by law.
- _____ 30. Maintain and update the School Board Handbook as needed.
- _____ 31. Serve as the District’s Title IX Coordinator.
- _____ 32. Serve as the District’s Election Coordinator.
- _____ 33. Complies with policies established by federal and state laws, State Board of Education rule, and local board policy.

COMMENTS: _____

Other

____ 34. Maintain confidentiality and discretion with sensitive issues and information.

____ 35. Perform other duties as assigned by the Superintendent.

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