

**CHIEF COMPLIANCE AND ACCOUNTABILITY OFFICER**  
**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**

**MAJOR RESPONSIBILITIES AND DUTIES**

- \_\_\_ 1. Collaborated with all Campus Administration to plan, implement, and assess all campus operations and policies.
- \_\_\_ 2. Collaborated with Campus Administration to plan, implement, and assess attendance improvement programs.
- \_\_\_ 3. Provided direct supervision and evaluation of all campus principals.
- \_\_\_ 4. Provided effective leadership for the overall campus implementation of district wide initiatives to include, but not limited to Attendance improvement, Del Rio Cares, ACE Grant, Teacher Incentive Allotment, TTESS, Planning Protocol, Teacher Coaching, Master Schedule, implementation of District's Data culture and implementation of local, state, and federal initiatives.
- \_\_\_ 5. Directly supervised the Assessment & Accountability division.
- \_\_\_ 6. Ensured district-wide compliance with federal and state assessment requirements and oversee district-wide federal and state testing.
- \_\_\_ 7. Informed superintendent of developments in state, federal, and local laws and changes in public policy affecting education.

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

**School Climate**

- \_\_\_ 8. Ensured district-wide compliance with state and federal assessment and accountability in all areas for testing.
- \_\_\_ 9. Ensured collaboration, direction and implementation of all requirements and policies for the Del Rio Cares program.

- \_\_\_ 10. Promoted collegiality, teamwork, and participatory decision making among all district Staff members.
- \_\_\_ 11. Demonstrated skills in conflict resolution with administrators, parents, teachers, staff, and/or the community.
- \_\_\_ 12. Demonstrated sensitivity in dealing with staff, students, and community members from diverse cultural backgrounds; communicates similar expectations of the staff throughout the district.

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

### **School Improvement**

- \_\_\_ 13. Assisted the Superintendent in developing, implementing, and evaluative practices and procedures designed to improve administrative effectiveness and productivity.
- \_\_\_ 14. Provided for systematic evaluation of the effectiveness of the different departments and plan for improvement. Decisions will be data-based driven.
- \_\_\_ 15. Focused the administrative operations of the schools towards accomplishing the district's mission and attaining stated goals and objectives.
- \_\_\_ 16. Coordinated long-range planning efforts for the Superintendent.
- \_\_\_ 17. Collaborated with Chief Academic Officer to coordinate school improvement efforts.

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

### **Collaboration**

- \_\_\_ 18. Engaged in the drafting of project proposals and reports, including the writing and development of program goals, objectives and budget.
- \_\_\_ 19. Contributed to the district-level decision-making process to establish and to review for funding of the district's objectives for extracurricular programs, attendance and district wide initiatives.
- \_\_\_ 20. Collaborated with Chief Academic Officer to coordinate Tier 1 Instruction, Tier 2 and Tier 3 Interventions, and assessment and accountability procedures and policies.

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

### **Budget and Inventory**

- \_\_\_ 21. Advised campus administrators and directors of projected allocation amounts during the district budget process.
- \_\_\_ 22. Ensured that programs are cost effective.
- \_\_\_ 23. Compiled budget and cost estimates based on documented program needs.

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

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**Policy, Reports, and Law**

- \_\_\_\_ 24. Compiled, maintained and filed all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
- \_\_\_\_ 25. Complied with policies established by State Board of Education rule, and local board policy.
- \_\_\_\_ 26. Ensured integrity and accuracy of all district, campus, and student data reported through PEIMS.

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

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**Communication**

- \_\_\_\_ 27. Provided for two-way communication with cabinet, directors, principals, teachers, staff, parents and community.
- \_\_\_\_ 28. Informed district administration and campus principals of requirements for school improvement.

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

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**Personnel Management**

- \_\_\_\_ 29. Demonstrated continuous effort to improve operations, streamline work processes, and worked cooperatively and jointly to provide quality seamless customer service.
- \_\_\_\_ 30. Evaluated job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
- \_\_\_\_ 31. Supervised the operation of the district's departments under his/her immediate supervision.
- \_\_\_\_ 32. Evaluated personnel who directly report to him/her and ensured effective accountability.

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

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**Administration and Fiscal/Facilities Management**

- \_\_\_\_ 33. Took action to ensure that district policies, procedures, and regulations are followed.
- \_\_\_\_ 34. Provided assistance to building level principals relating to the administrative operations of the campus.
- \_\_\_\_ 35. Accepted responsibility for disseminating and collecting information for various local, federal, and state reports.
- \_\_\_\_ 36. Coordinated the activities of the district's Instructional Services.

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

**Student Management**

\_\_\_\_ 37. Understood the student management system and expected student behavior related to the operational aspects of the district.

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

**Professional Growth and Development**

\_\_\_\_ 38. Took initiative to develop needed professional skills appropriate to job assignments.

\_\_\_\_ 39. Sought out and participated in professional development programs.

\_\_\_\_ 40. Conducted oneself in a professional and ethical manner.

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

**School/Community Relations**

\_\_\_\_ 41. Participated in community activities (to extent feasible and appropriate) that fostered rapport and mutual response between the district and the larger community.

\_\_\_\_ 42. Served as the administrative liaison between the district and the Texas Education Agency as it relates to his/her departments.

\_\_\_\_ 43. Understood the mission of the district and communicate that mission within the community.

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

**Supervisory Responsibilities**

\_\_\_\_ 44. Supervised Campus School Principals and the Assessment and Accountability Coordinator.

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

**Other**

\_\_\_\_ 45. Maintained confidentiality of information.

\_\_\_\_ 46. Performed all other task and duties as assigned.

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

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

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

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Summative Conference Comments:

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**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's (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date