

**ESSER GRANT MANAGER  
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**

**General Duties**

- \_\_\_\_ 1. Ensures all activities are coordinated for students, to include before, during and after school events.
- \_\_\_\_ 2. Administers the ESSER Instructional budget and implements program objectives.
- \_\_\_\_ 3. Implements grant policies to maximize student and parent participation.
- \_\_\_\_ 4. Conducts the program orientation for families who have children participating in planned activities.
- \_\_\_\_ 5. Communicates program expectations and program objectives to staff, students, and community stakeholders.
- \_\_\_\_ 6. Maintains inter-agency collaboration and networking, to include all community stakeholders.
- \_\_\_\_ 7. Grant Manager monitors participation progress, collects, and maintains student attendance for all after school supplemental programs.
- \_\_\_\_ 8. Coordinates and manages program's operations at all campus sites or extra-curricular activity centers.
- \_\_\_\_ 9. Ensures all supplies and fees are ordered and paid for student participation in activities.

- \_\_\_\_ 10. Oversees and tracks monthly expenditures for the grant.
- \_\_\_\_ 11. Coordinate/supervise activities, schedules, and transportation for all project sites.
- \_\_\_\_ 12. Coordinates all requests and needs of campus principals, teachers, counselors, and support staff in relations to the grant objectives.
- \_\_\_\_ 13. Assures that all activities, that meet the needs and interests of students and community members, are continued through the life of the grant.
- \_\_\_\_ 14. Develops a master schedule of center activities to be shared with all stakeholders.
- \_\_\_\_ 15. Prepares and coordinates the summer program to include academic and extra-curricular activities for participating students throughout the extended calendar

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

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**Policy, Reports and Law**

- \_\_\_\_ 16. Adhere to and implement the policies established by federal and state law, State Board of Education rule and Board policy in curriculum and state initiatives.

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

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**Professional Growth and Development**

- \_\_\_\_ 17. Performs duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of Ethics for Educators.

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

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**Other**

- \_\_\_\_ 18. Perform other duties assigned or needed
- \_\_\_\_ 19. Maintain confidentiality of information at all times
- \_\_\_\_ 20. Keep abreast of changes and updates for the ESSER III Funds

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

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What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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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 (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date