

**COORDINATOR, TEACHER INCENTIVE ALLOTMENT AND TALENT DEVELOPMENT
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

TIA Program Management

- | | |
|----------|---|
| _____ 1. | Serves as the point of contact of all Teacher Incentive Allotment (TIA) activities and manages all facets of the program. |
| _____ 2. | Works with teachers and campus administration to improve performance and retention of identified teachers. |
| _____ 3. | Serves as part of the district recruiting team. |
| _____ 4. | Provides support to campus and district leadership in the implementation and monitoring of the Teacher Incentive Allotment program. |
| _____ 5. | Assists in the implementation of teacher advancement initiatives that promote professional growth and emphasize multiple career paths, such as paths to becoming a mentor teacher, distinction teacher. |
| _____ 6. | Assists in the development and updates of manuals, training manuals, and materials related to the Teacher Incentive Allotment program. |
| _____ 7. | Leads the development of student growth measures related to the Teacher Incentive Allotment program. |
| _____ 8. | Researches and analyzes the validity and reliability of third-party student growth measures related to the Teacher Incentive Allotment program. |

- _____ 9. Assists with reporting assessment data to the Teacher Incentive Allotment program.
- _____ 10. Generates reports to be shared with leadership in regards with campus walkthroughs.
- _____ 11. Contributes to the development of a process for evaluating/renewing locally developed teacher designation systems and utilizes that process to evaluate the extent to which the district meets criteria as it aligns designation system best practices.
- _____ 12. Creates a pathway and cohort for National Board Certification.

COMMENTS: _____

Policy, Reports, and Law

- _____ 13. Compiles, maintains, and files all reports, records, and other documents required. Ensures that accurate data is reported through PEIMS.
- _____ 14. Complies with policies established by federal and state law, State Board of Education rule, and the local board policy.
- _____ 15. Follows district safety protocols and emergency procedures.

COMMENTS: _____

Professional Growth and Development

- _____ 16. Attends School Board of Trustee meetings as needed.
- _____ 17. Attends professional staff development as needed at the state and region area to keep abreast of current practices.
- _____ 18. Performs duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
- _____ 19. Exemplifies loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.
- _____ 20. Maintains an awareness of events, publications and current legislation pertinent to TIA, T-TESS, Mentor development.

COMMENTS: _____

Mentor/Mentoring Program

- _____ 21. Develops and manages a robust teacher mentoring program.
- _____ 22. Coordinates all beginning teacher and mentor staff development training sessions and mentor/mentee manual.
- _____ 23. Meets regularly with beginning teachers and participates in on-going support team training and meetings.

- _____ 24. Oversees the program and supports the professional staff (Mentor and Beginning Teachers) with the school principal and Senior Human Resources Coordinator.
- _____ 25. Establishes and maintains open communication with beginning and mentor teachers.
- _____ 26. Assigns all new hired teachers and their mentors the Mentor/Mentee Handbook and Commitment form.
- _____ 27. Updates the Mentor/Mentee listing throughout the school year.

COMMENTS: _____

Talent Development

- _____ 28. Assists in the implementation of teacher advancement initiatives that promote professional growth and emphasize multiple career paths, such as paths to becoming a Special Education Teacher, Bilingual/ESL Teacher, and obtain other certifications and District GT requirements.
- _____ 29. Prepares, distributes and maintains Texas Teacher Evaluation and Support System (T-TESS) documentation and data within Skyward database.
- _____ 30. Ensures all professional and non-professional evaluations are completed, received, updated and filed.
- _____ 31. Prepares, distributes, and collects Professional Staff T-TESS Evaluation rosters to campus leaders.
- _____ 32. Creates, adds and modifies learning sessions (programs) in SafeSchools for mandatory courses.
- _____ 33. Maintains the uploading of all Teacher Certificates on MyPD program.
- _____ 34. Point of contact for questions on obtaining additional certifications.

COMMENTS: _____

Other

- _____ 35. Performs other duties assigned by supervisor.
- _____ 36. Maintains confidentiality of information.
- _____ 37. Oversees activities for district retirement ceremony.

COMMENTS: _____

Supervisory Responsibilities

- _____ 38. In the absence of the Senior Human Resources Coordinator, provides guidance and decision making to department personnel.

COMMENTS: _____

What strengths does _____ possess?

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

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's (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date