

COORDINATOR, STAFF DEVELOPMENT & ADVANCED ACADEMICS
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

Instructional and Program Management

- _____ 1. Facilitate the development of quality curriculum with the Director of Instruction & Instructional Support
- _____ 2. Ensure that the curriculum is based on clearly defined standards for student learning and is focused on supporting and challenging all students to excel in their learning.
- _____ 3. Ensure effective implementation and articulation of the curriculum.
- _____ 4. Develop and implement a comprehensive plan to support the effective implementation of the curriculum that facilitates the alignment of teaching practices, instructional support and resources, and assessment of student learning with the curriculum.
- _____ 5. Provide extensive and ongoing support for the effective use of research-based instructional practices in implementing the curriculum through staff development programs.
- _____ 6. Evaluate the curriculum and professional development.
- _____ 7. Ensure that there is a systematic process in place for monitoring and evaluating the curriculum.

- _____ 8. Analyze and disaggregate assessment data to examine the effectiveness of the curriculum in addressing the learning needs of all students.
- _____ 9. Revise/modify curriculum as needed.
- _____ 10. Attend state and region conferences to identify “scientific research-based instructional programs/models” that impact student achievement for SFDR-CISD.
- _____ 11. Coordinate and develop a district staff development plan strategically for teacher growth.
- _____ 12. Analyze student achievement data to identify campus and district needs to guide decisions on staff development and campus staffing to improve the teaching and learning process.
- _____ 13. Work cooperatively with Director of Instructional and Instructional Services, principals, and appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.
- _____ 14. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
- _____ 15. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and supporting staff.
- _____ 16. Implement procedures and coordinate the process to identify gifted and talented students at all grade levels district-wide, including review of student data and testing of students.
- _____ 17. Arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.
- _____ 18. Develop and coordinate a continuing evaluation of the gifted and talented program and implement changes based findings through data analysis.

COMMENTS: _____

Policy, Reports, and Law

- _____ 19. Implement the policies established by federal and state laws, the State Board of Education rule, and local board policy in curriculum, and state levels.
- _____ 20. Ensure compliance with state and federal guidelines, laws and policies, working collaboratively with district personnel at all levels.
- _____ 21. Compile, maintain, and present all reports, records and other documents required to meet state guidelines.

COMMENTS: _____

Budget

- _____ 22. Report to Director of Instruction & Instructional Services on the status of instructional programs and budgetary needs to implement program goals.
- _____ 23. Administer the instruction budget and the gifted and talented budget and ensure that programs are cost-effective and funds are managed prudently.
- _____ 24. Compile budgets and cost estimates based on documented program needs.
- _____ 25. Participate in grant-writing activities to obtain program funding.
- _____ 26. Assist with the selecting and purchasing supplemental equipment and supplies appropriate for a variety of programs.

COMMENTS: _____

Personnel Management

- _____ 27. Evaluate job performance of district employees to insure effectiveness of instruction.
- _____ 28. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

COMMENTS: _____

Communication

- _____ 29. Provide for two-way communication with Director of Instruction & Instructional Services, principals, teachers, staff, parents and community.
- _____ 30. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, parents and community.
- _____ 31. Monitor professional research and disseminate ideas and information to other professional.

COMMENTS: _____

Professional Growth and Development

- _____ 32. Attend School Board of Trustee meetings as needed.
- _____ 33. Attend professional staff development as needed at the state and region area to keep abreast of current practices.

- _____ 34. Perform duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
- _____ 35. Exemplify loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.
- _____ 36. Maintain an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

COMMENTS: _____

Other

- _____ 37. Perform other duties assigned by supervisor.
- _____ 38. Maintain confidentiality of information.

COMMENTS: _____

Supervisory and Instructional Responsibilities

- _____ 39. Supervise and evaluate the performance of Instructional Department staff and support staff.
- _____ 40. Develop programs that provide teachers with various instructional models, classroom management, lesson plan development, etc., as needed.

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