

**DIRECTOR, FEDERAL AND STATE PROGRAMS**  
**Summative Appraisal Form**

Name \_\_\_\_\_ Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_ Date of Review \_\_\_\_\_

**Directions**

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator'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**

**Program Management**

- \_\_\_\_\_ 1. Research federal and state legislation for grant projects and programs relevant to the needs of the district.
- \_\_\_\_\_ 2. Facilitate the preparation and submission of standard applications to Texas Education Agency for federal and state funds to include but not limited to ESSA Consolidated Grant, Migrant Program Application, Student Success Initiative Grants (SSI), Focus and Priority Grants
- \_\_\_\_\_ 3. Determines the allowability under federal and /or state guidelines for funding requests for federal and or/state funds.
- \_\_\_\_\_ 4. Ensures compliance with appropriate state and local guidelines.
- \_\_\_\_\_ 5. Assist with the development of the Campus Improvement Plans and Campus Needs Assessment, confirming expenditures of federal and state funds are supported in the plans
- \_\_\_\_\_ 6. Evaluates federal and/or state funded district-led programs for effectiveness and return on investment.
- \_\_\_\_\_ 7. Ensure all requirements of the Title I program are completed for compliance to include but not limited to the Title I, Migrant, and parental component.

- \_\_\_\_\_ 8. Responsible for the compliance and effectiveness of the Title 1 Program, to include serving as District McKinneyVento - Foster and Unaccompanied Youth Liaison.
- \_\_\_\_\_ 9. Serve as liaison between Federal and State Programs and other agencies on joint projects that are federally funded.
- \_\_\_\_\_ 10. Consult with and monitor local Private Non Profit (PNPs) who participate in the Title 1 and Title II funding for their campuses and qualifying students.
- \_\_\_\_\_ 11. Responsible for the compliance and effectiveness of the Migrant Program, to include but not limited to the timelines for the New Generations System (NGS) and Identification and Recruitment process and the Priority for Service (PFS) Action Plan.
- \_\_\_\_\_ 12. Coordinate the Project Smart summer program and remediation support for Migrant students.
- \_\_\_\_\_ 13. Ensure effective training implementation for Migrant and Title 1 staff, to include the district and campus Parental Aides.
- \_\_\_\_\_ 14. Review and monitor the effectiveness of parental involvement at the district and campus levels.

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

---

**Collaboration**

- \_\_\_\_\_ 15. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs.
- \_\_\_\_\_ 16. Monitor parental involvement to include but not limited to the Parental Advisory Council (PAC), and LPAC Committees.
- \_\_\_\_\_ 17. Engage in the drafting of project proposals and reports, including the writing and development of program goals, objectives and budget for federal and state funding of programs.
- \_\_\_\_\_ 18. Participate in grant-writing activities to obtain funding for federal and state programs and services.
- \_\_\_\_\_ 19. Contribute to the district-level decision-making process to establish and to review for funding of the district's goals, objectives and major classroom instructional programs.
- \_\_\_\_\_ 20. Collaborate with Chief Instructional Officer in the use of federal and/or state funds to increase the level of instruction and student achievement.
- \_\_\_\_\_ 21. Collaborate with the Chief Instruction Officer in the implementation of a District wide Parental Conference to inform parents on various services and support for all Title 1 students.

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

---

**Budget and Inventory**

- \_\_\_\_\_ 22. Monitors grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.

- \_\_\_\_\_ 23. Advises campus administrators of projected allocation amounts during the district budget process.
- \_\_\_\_\_ 24. Ensures that progress are cost effective and that federal and state programs are managed wisely.
- \_\_\_\_\_ 25. Compiles budget and cost estimates based on documented progress needs.

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

---

**Policy, Reports, and Law**

- \_\_\_\_\_ 26. Compile, maintain and file all reports and other documents required, financial reports and audits to TEA, including but not limited to the Migrant Annual Compliance Report.
- \_\_\_\_\_ 27. Complies with policies established by federal and state law, State Board of Education rule, and local board policy.
- \_\_\_\_\_ 28. Coordinates the monitoring of federal and state programs.

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

---

**Communication**

- \_\_\_\_\_ 29. Informs superintendent and other administration of the effects of current and impending and Federal legislation that effect the level of grant funding.
- \_\_\_\_\_ 30. Provides for two-way communication with principals, teachers, staff, parents and community.
- \_\_\_\_\_ 31. Informs district administration and campus principals of requirements for school improvement.
- \_\_\_\_\_ 32. Advises the Board of Trustee of changes in funding for federal and state programs.
- \_\_\_\_\_ 33. Communicates with TEA and Region XV as it relates to federal and state programs compliance.
- \_\_\_\_\_ 34. Advises program directors of grant availability and compliance reporting deadlines.

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

---

**Personnel Management**

- \_\_\_\_\_ 35. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- \_\_\_\_\_ 36. Evaluates job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.

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

**Other**

\_\_\_\_\_ 37. Maintains confidentiality of information.

\_\_\_\_\_ 38. Performs all other task and duties as assigned.

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

**Supervisory Responsibilities**

\_\_\_\_\_ 39. Supervises Migrant Services Clerks, Financial Budget Analyst, Adult Basic Education instructors, and Federal and State Programs Secretary

**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