

**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. Facilitates the development of quality curriculum with the Director of Instruction and Instructional Support.
- \_\_\_ 2. Ensures 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. Ensures effective implementation and articulation of the curriculum.
- \_\_\_ 4. Develops and implements 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. Provides extensive and ongoing support for the effective use of research-based instructional practices in implementing the curriculum through staff development programs.
- \_\_\_ 6. Evaluates the curriculum and professional development.
- \_\_\_ 7. Ensures that there is a systematic process in place for monitoring, and evaluating the curriculum.

- \_\_\_ 8. Analyzes and disaggregates assessment data to examine the effectiveness of the curriculum in addressing the learning needs of all students.
- \_\_\_ 9. Revises/modifies curriculum as needed.
- \_\_\_ 10. Attends state and region conferences to identify “scientific research-based instructional programs/models” that impact student achievement for SFDR-CISD.
- \_\_\_ 11. Coordinates and develops a district staff development plan strategically for teacher growth.
- \_\_\_ 12. Analyzes student achievement data to identify campus and district need to guide decisions on staff development and campus staffing to improve the teaching and learning process.
- \_\_\_ 13. Works cooperatively with Director of Instruction and Instructional Support staff, principals, and appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.
- \_\_\_ 14. Secures consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
- \_\_\_ 15. Provides effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and supporting staff.
- \_\_\_ 16. Implements 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. Arranges for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.
- \_\_\_ 18. Develops and coordinates a continuing evaluation of the gifted and talented program and implement changes based on findings through data analysis.

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

**Policy, Reports, and Law**

- \_\_\_ 19. Implements the policies established by federal and state law, the State Board of Education rule, and local board policy in curriculum, and state levels.
- \_\_\_ 20. Ensures compliance with state and federal guidelines, laws and policies, working collaboratively with district personnel at all levels.
- \_\_\_ 21. Compiles, maintains, and presents all reports, records and other documents required to meet state guidelines.

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

**Budget**

- \_\_\_ 22. Reports to Director of Instruction and Instructional Support and Student Services on the status of instructional programs and budgetary needs to implement program goals.

- \_\_\_ 23. Administers the instruction budget and the gifted and talented budget and ensure that programs are cost-effective and funds are managed prudently.
- \_\_\_ 24. Compiles budgets and cost estimates based on documented program needs.
- \_\_\_ 25. Participates in grant-writing activities to obtain program funding.
- \_\_\_ 26. Assists with the selecting and purchasing supplemental equipment and supplies appropriate for a variety of programs.

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

**Personnel Management**

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

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

**Communication**

- \_\_\_ 29. Provides for two-way communication with Director of Instruction and Instructional Support, principals, teachers, staff, parents and community.
- \_\_\_ 30. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff, parents and community.
- \_\_\_ 31. Monitors professional research and disseminates ideas and information to other professional

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

**Professional Growth and Development**

- \_\_\_ 32. Attends School Board of Trustee meetings as needed.
- \_\_\_ 33. Attends professional staff development as needed at the state and region area to keep abreast of current practices.
- \_\_\_ 34. Performs duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
- \_\_\_ 35. Exemplifies loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.

\_\_\_\_36. Maintains an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

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

\_\_\_\_\_

**Other**

\_\_\_\_37. Performs other duties assigned by supervisor.

\_\_\_\_38. Maintains confidentiality of information.

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

\_\_\_\_\_

**Supervisory and Instructional Responsibilities**

\_\_\_\_39. Supervises and evaluate the performance of Instructional Department staff and support staff.

\_\_\_\_40. Develops 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

