

TITLE I COORDINATOR
Summative Appraisal Form

Name _____ School Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

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

Program Management

- _____ 1. Inform Chief Instructional Officer of current and impending legislation.
- _____ 2. Inform the Parent Community/Bilingual/ESL Coordinator of Title I parent involvement requirements.
- _____ 3. Advise campuses on Title I requirements and compliance.
- _____ 4. Compile information needed to prepare compliance reports.
- _____ 5. Develop and coordinate formative evaluations of the federal/state programs and recommend changes based on the findings.
- _____ 6. Participate in the drafting of project of proposals and reports, including the writing and development of program goals, objectives and budget for federal & state programs

COMMENTS: _____

Consultation and Coordination

- _____ 7. Serve as liaison between Federal & State Programs and other agencies on joint projects that are federally funded.
- _____ 8. Consult with administrators, counselors, teachers, community agencies and other relevant individuals regarding federal/state programs.
- _____ 9. Consult with, conduct trainings for and monitors for principals/campuses for: CNA’s and CIPs.
- _____ 10. Consult with and monitor local Private Non Profit (PNPs) who have expressed interest in receiving Title I and Title II funding for their campuses for their qualifying students.
- _____ 11. Monitor student assignment to and release from Val Verde Juvenile Detention Facility through coordination with center staff.
- _____ 12. Coordinate with Student Services, PEIMS, and campuses by serving as the federally required district McKinney-Vento Families in Transition/Foster Care and Unaccompanied Youth Liaison.
- _____ 13. Conduct trainings and continuing education for district staff on the McKinney-Vento program.
- _____ 14. Monitor the academics and attendance of homeless and foster care students and unaccompanied youth.
- _____ 15. Certify and provide resources necessary for school success to homeless students and unaccompanied youth in a timely manner.

COMMENTS: _____

Budget and Inventory

- _____ 16. Coordinate services for homeless students and unaccompanied youth with district personnel and outside agencies.
- _____ 17. Consult with PEIMS department to ensure proper PEIMS coding of homeless and foster students and unaccompanied youth. Coding will be done by the McKinney-Vento Liaison for homeless, foster unaccompanied and at risk youth.
- _____ 18. Coordinate with the transportation department to ensure all McKinney-Vento and Foster students have access and utilization of district transport to and from school as required by federal law.
- _____ 19. Assist in developing budget and cost estimates on documented program needs.
- _____ 20. Monitor expenditures of grant-funded activities to ensure compliance with federal guidelines.
- _____ 21. Evaluate purchase requests as allowable/unallowable as they relate to federal & state funds.

COMMENTS: _____

Policy, Reports, and Law

- ____ 22. Monitor timeline of Title I requirements for campus and district compliance.
- ____ 23. Assist in compiling, maintaining and filing all physical and computerized reports, records and other documents required, including required financial reports to TEA.
- ____ 24. Adhere to policies established by federal and state law, State Board of Education rule, and local board policy.

COMMENTS: _____

Other

- ____ 25. Perform other duties assigned by supervisor.
- ____ 26. Maintain confidentiality of information

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's Name

Date

Administrator's Signature

Date

Employee's Signature

Date