

**SENIOR HUMAN RESOURCES COORDINATOR  
Summative Appraisal Form**

Name \_\_\_\_\_

School/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**

- |          |                              |  |
|----------|------------------------------|--|
| <b>5</b> | <b>Clearly Outstanding:</b>  | Performance is consistently far superior to what is normally expected.                 |
| <b>4</b> | <b>Exceeds Expectations:</b> | Performance demonstrates increased proficiency and is consistently above expectations. |
| <b>3</b> | <b>Meets Expectations:</b>   | Performance meets expectations and presents no significant problems.                   |
| <b>2</b> | <b>Below Expectations:</b>   | Performance is consistently below expectations and significant problems exist.         |
| <b>1</b> | <b>Unsatisfactory:</b>       | Performance is consistently unacceptable.  |
| <b>0</b> | <b>Not Applicable</b>        |  |

**JOB PERFORMANCE STANDARDS**

**Human Resources Department Management**

- \_\_\_\_ 1. Assist in implementing a plan for addressing HR training needs throughout the school district and develop and plan training programs to meet the established needs. Oversee and implement both on-going and special interest training programs.
- \_\_\_\_ 2. Direct the day-to-day operations of the human resources department, including planning, development, coordination, and evaluation of operations and implementing department goals and objectives.
- \_\_\_\_ 3. Supervise, evaluate, and provide guidance for the job performance of Employee Benefits and Support Services Coordinator, Employee Benefits Secretary, HRIS Coordinator, HR Coordinator, TIA & Talent Development Coordinator, HR Specialists, HR Substitute Specialist, Secretary to the Senior HR Coordinator and the District Receptionist.
- \_\_\_\_ 4. Oversee and coordinate employee performance appraisal system and ensure that supervisors have proper training. Assist supervisors and principals with employee counseling, improvement plans, and due-process procedures, where needed.
- \_\_\_\_ 5. Assist with selection, training, supervision, and evaluation of HR staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
- \_\_\_\_ 6. Ensure district compliance with federal and state laws and regulations and school board policy.

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

\_\_\_\_\_

### **Employment**

- \_\_\_\_ 7. Support efforts to work with principals and other administrators to forecast staffing needs and develop staffing plans. Develop and implement recruitment and retention strategies and a screening and selection process for all employees.
- \_\_\_\_ 8. Ensure that all teachers are highly qualified and have the appropriate credentials for assignments.
- \_\_\_\_ 9. Maintain a system for new employees to acquire appropriate information, support, and training necessary for success on the job.

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

\_\_\_\_\_

### **Compensation and Benefits**

- \_\_\_\_ 10. Oversee and manage the district's compensation program including job descriptions, salary surveys, and position reclassifications.
- \_\_\_\_ 11. Implement, administer, and monitor procedures for salary administration and placement of new hires.
- \_\_\_\_ 12. Provide oversight of the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs including overseeing relationships with insurance vendors and third party administrators.

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

\_\_\_\_\_

### **Employee Relations**

- \_\_\_\_ 13. Take a proactive role in identifying and responding to employee issues; work in collaboration with district leadership to ensure preemptive and effective employee communications.
- \_\_\_\_ 14. Support administration of the employee grievance procedures adopted by the board with investigation, analysis, and decision-making process regarding personnel problems and/or other related policy issues.
- \_\_\_\_ 15. Interpret policies and procedures and ensure support of directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters and procedures.
- \_\_\_\_ 16. Conduct annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Coordinate effective districtwide employee recognition programs.
- \_\_\_\_ 17. Update employee handbook and personnel directory annually and distribute to employees. Ensure procedures are followed to inform employees of personnel policies, procedures, and programs that affect them.

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

\_\_\_\_\_

**Records**

- \_\_\_ 18. Support personnel records management and help ensure compliance with the state records management program.
- \_\_\_ 19. Compile, maintain, and file all reports, records, and other documents as required.

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

\_\_\_\_\_

**Other**

- \_\_\_ 20. Prepare and deliver written and oral presentations on HR and management issues to employees.
- \_\_\_ 21. Attend board meetings regularly and make presentations to the board.
- \_\_\_ 22. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies and procedures accordingly.
- \_\_\_ 23. Ensure compliance with local, state and federal employment laws. Stay abreast of state and federal public policy changes that could impact the district.
- \_\_\_ 24. Maintain confidentiality of information.
- \_\_\_ 25. Perform other duties assigned by the Superintendent.

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

\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for this 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