

CHIEF COMPLIANCE AND ACCOUNTABILITY OFFICER
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

- | | |
|--------------------------------|--|
| 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 | |

MAJOR RESPONSIBILITIES AND DUTIES

- ___ 1. Collaborates with all Campus Administration to plan, implement, and assesses all campus operations and policies.
- ___ 2. Collaborates with Campus Administration to plan, implement, and assesses attendance improvement programs.
- ___ 3. Provides leadership for the direction, coordination, integration and implementation Fine Arts across the district.
- ___ 4. Ensures district-wide compliance with federal and state assessment requirements and oversees district-wide federal and state testing.
- ___ 5. Informs superintendent of developments in state, federal, and local laws and changes in public policy affecting education.

COMMENTS: _____

School Climate

- ___ 6. Provides leadership for the direction, coordination, integration and implementation for Technology across the district.
- ___ 7. Collaborates with the ACE Grant director to ensure all mandates and requirements of the ACE Grant are planned, monitored and implemented.
- ___ 8. Reports ACE Grant activities and expenditures to TEA as required.
- ___ 9. Ensures district-wide compliance with state and federal assessment and accountability in all areas for testing.

- ____ 10. Collaborates with the PEIMS director to meet required deadlines for all PEIMS submissions, waivers, and reports to appropriate state and federal agencies.
- ____ 11. Ensures collaboration, direction and implementation of all requirements and policies for the PreK-12 counseling staff and Del Rio Cares program.
- ____ 12. Plans, coordinates and implements the Summer School program for K-12, to include the ACE Summer Program for qualified campuses.
- ____ 13. Ensures collaboration, direction and implementation of all requirements and policies for the CTE program.
- ____ 14. Promotes collegiality, teamwork, and participatory decision making among all district Staff members.
- ____ 15. Demonstrates skills in conflict resolution with administrators, parents, teachers, staff, and/or the community.
- ____ 16. Demonstrates sensitivity in dealing with staff, students, and community members from diverse cultural backgrounds; communicates similar expectations of the staff throughout the district.

COMMENTS: _____

School Improvement

- ____ 17. Assists the Superintendent in developing, implementing, and evaluative practices and procedures designed to improve administrative effectiveness and productivity.
- ____ 18. Provides for systematic evaluation of the effectiveness of the different departments and plans for improvement. Decisions will be data-based driven.
- ____ 19. Focuses the administrative operations of the schools towards accomplishing the district's mission and attaining stated goals and objectives.
- ____ 20. Coordinates long-range planning efforts for the Superintendent.

COMMENTS: _____

Collaboration

- ____ 21. Consults with Chief Academic Officer, Administrators, Campus Staff, Community Agencies, and other relevant individuals regarding athletic and Fine Arts UIL guidelines.
- ____ 22. Engages in the drafting of project proposals and reports, including the writing and development of program goals, objectives and budget.
- ____ 23. Contributes to the district-level decision-making process to establish and to review for funding of the district's objectives for extracurricular programs, attendance and technology initiatives.
- ____ 24. Collaborates with Chief Academic Officer to coordinate assessment and accountability procedures and policies.

COMMENTS: _____

Budget and Inventory

- ___ 25. Advises campus administrators and directors of projected allocation amounts during the district budget process.
- ___ 26. Ensures that programs are cost effective.
- ___ 27. Compiles budget and cost estimates based on documented program needs.

COMMENTS: _____

Policy, Reports, and Law

- ___ 28. Compiles, maintains and files all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
- ___ 29. Complies with policies established by State Board of Education rule, and local board policy.
- ___ 30. Ensures integrity and accuracy of all district, campus, and student data reported through PEIMS.

COMMENTS: _____

Communication

- ___ 31. Provides for two-way communication with cabinet, directors, principals, teachers, staff, parents and community.
- ___ 32. Informs district administration and campus principals of requirements for school improvement.
- ___ 33. Communicates with TEA and Region XV as it relates to PEIMS.
- ___ 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 works cooperatively and jointly to provide quality seamless customer service.
- ___ 36. Evaluates job performance of employees to ensure effectiveness regarding their professional growth; works jointly with them to develop and accomplish improvement goals.
- ___ 37. Supervises the operation of the district's departments under his/her immediate supervision.
- ___ 38. Evaluates personnel who directly report to him/her and ensures effective accountability.

COMMENTS: _____

Administration and Fiscal/Facilities Management

- ___ 39. Takes action to ensure that district policies, procedures, and regulations are followed.
- ___ 40. Provides assistance to building level principals relating to the administrative operations of the campus.
- ___ 41. Accepts responsibility for disseminating and collecting information for various local, federal, and state reports.
- ___ 42. Coordinates the activities of the district's Instructional Services.

COMMENTS: _____

Student Management

- ___ 43. Understands the student management system and expected student behavior related to the operational aspects of the district.

COMMENTS: _____

Professional Growth and Development

- ___ 44. Takes initiative to develop needed professional skills appropriate to job assignments.
- ___ 45. Seeks out and participates in professional development programs.
- ___ 46. Conducts oneself in a professional and ethical manner.

COMMENTS: _____

School/Community Relations

- ___ 47. Participates in community activities (to extent feasible and appropriate) that foster rapport and mutual response between the district and the larger community.
- ___ 48. Serves as the administrative liaison between the district and the Texas Education Agency as it relates to his/her departments.
- ___ 49. Understands the mission of the district and communicates that mission within the community.

COMMENTS: _____

Supervisory Responsibilities

- ___ 50. Supervises the Program Directors for Fine Arts, PEIMS, Technology, CTE, Federal and State, ACE Grant, and the Assessment and Accountability Coordinator.

COMMENTS: _____

Other

____ 51. Maintains confidentiality of information.

____ 52. Performs all other task and duties as assigned.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

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 (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date