

**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. Collaborated with all Campus Administration to plan, implement, and assess all campus operations and policies.
- ___ 2. Collaborated with Campus Administration to plan, implement, and assess attendance improvement programs.
- ___ 3. Provided direct supervision and evaluation of all campus principals.
- ___ 4. Provided effective leadership for the overall campus implementation of district wide initiatives to include, but not limited to Attendance improvement, Del Rio Cares, ACE Grant, Teacher Incentive Allotment, TTESS, Planning Protocol, Teacher Coaching, Master Schedule, implementation of District's Data culture and implementation of local, state, and federal initiatives.

COMMENTS: _____

School Climate

- ___ 5. Ensured collaboration, direction and implementation of all requirements and policies for the Del Rio Cares program.
- ___ 6. Promoted collegiality, teamwork, and participatory decision making among all district Staff members.
- ___ 7. Demonstrated skills in conflict resolution with administrators, parents, teachers, staff, and/or the community.
- ___ 8. Demonstrated 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

- ___ 9. Assisted the Superintendent in developing, implementing, and evaluative practices and procedures designed to improve administrative effectiveness and productivity.

- ___ 10. Provided for systematic evaluation of the effectiveness of the different departments and plan for improvement. Decisions will be data-based driven.

- ___ 11. Focused the administrative operations of the schools towards accomplishing the district’s mission and attaining stated goals and objectives.

- ___ 12. Coordinated long-range planning efforts for the Superintendent.

- ___ 13. Collaborated with Chief Academic Officer to coordinate school improvement efforts.

COMMENTS:

Collaboration

- ___ 14. Engaged in the drafting of project proposals and reports, including the writing and development of program goals, objectives and budget.

- ___ 15. Contributed to the district-level decision-making process to establish and to review for funding of the district’s objectives for extracurricular programs, attendance and district wide initiatives.

- ___ 16. Collaborated with Chief Academic Officer to coordinate Tier 1 Instruction, Tier 2 and Tier 3 Interventions, and assessment and accountability procedures and policies.

COMMENTS:

Budget and Inventory

- ___ 17. Advised campus administrators and directors of projected allocation amounts during the district budget process.

- ___ 18. Ensured that programs are cost effective.

- ___ 19. Compiled budget and cost estimates based on documented program needs.

COMMENTS:

Policy, Reports, and Law

- ___ 20. Compiled, maintained and filed all physical and computerized reports, records, and other documents required, including required financial reports to TEA.

- ___ 21. Complied with policies established by State Board of Education rule, and local board policy.
- ___ 22. Ensured integrity and accuracy of all district, campus, and student data reported through PEIMS.

COMMENTS: _____

Communication

- ___ 23. Provided for two-way communication with cabinet, directors, principals, teachers, staff, parents and community.
- ___ 24. Informed district administration and campus principals of requirements for school improvement.

COMMENTS: _____

Personnel Management

- ___ 25. Demonstrated continuous effort to improve operations, streamline work processes, and worked cooperatively and jointly to provide quality seamless customer service.
- ___ 26. Evaluated job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
- ___ 27. Supervised the operation of the district’s departments under his/her immediate supervision.
- ___ 28. Evaluated personnel who directly report to him/her and ensured effective accountability.

COMMENTS: _____

Administration and Fiscal/Facilities Management

- ___ 29. Took action to ensure that district policies, procedures, and regulations are followed.
- ___ 30. Provided assistance to building level principals relating to the administrative operations of the campus.
- ___ 31. Accepted responsibility for disseminating and collecting information for various local, federal, and state reports.
- ___ 32. Coordinated the activities of the district’s Instructional Services.

COMMENTS: _____

Student Management

- ___ 33. Understood the student management system and expected student behavior related to the operational aspects of the district.

COMMENTS: _____

Professional Growth and Development

___ 34. Took initiative to develop needed professional skills appropriate to job assignments.

___ 35. Sought out and participated in professional development programs.

COMMENTS: _____

School/Community Relations

___ 36. Participated in community activities (to extent feasible and appropriate) that fostered rapport and mutual response between the district and the larger community.

___ 37. Served as the administrative liaison between the district and the Texas Education Agency as it relates to his/her departments.

___ 38. Understood the mission of the district and communicate that mission within the community.

COMMENTS: _____

Supervisory Responsibilities

___ 39. Supervised Campus School Principals and the Fine Arts Coordinator.

COMMENTS: _____

Other

___ 40. Maintained confidentiality of information.

___ 41. Performed 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