

**ADMINISTRATIVE DIRECTOR
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

- ____ 1. Provides general professional support and operational assistance to the Superintendent by including managing special projects and leading key initiatives, by resolving complex issues that require executive leadership and direction, and by supporting the deliverables of the Superintendent's Cabinet.
- ____ 2. Serves as a key strategic planner, expectations and deadlines are clearly communicated throughout the organization and that issues that need the Superintendent's or Cabinet's attention, are dealt with in a timely manner (To Do Lists, Master District Deadline Matrix and Principal's Matrix).
- ____ 3. Collaborates with the Superintendent and members of the Cabinet in strategic planning, and the development of models and deployment of strategies designed to support district staff, school based leaders, professional educators, and students.
- ____ 4. Supports the Superintendent through preparation of written materials and presentations for the purpose of getting out clear and effective communications.
- ____ 5. Serves as the District's Policy Contact and oversees the maintenance and update of Legal, Local and Administrative policies.
- ____ 6. Serves as the liaison and contact between the Superintendent and internal/external stakeholders and leadership teams to gain diverse perspectives in the development and support of District initiatives and priorities (Teacher Forum, Citizen's Committee, etc.).

____7. Keeps the Superintendent-informed of the overall operation of the district through weekly reporting.

COMMENTS: _____

School and Community Relations

____8. Articulates the District’s Vision and Goals to internal/external stakeholders and leadership teams, and assists in interpreting and soliciting support and feedback of District programs, policies and philosophy in realizing the School Board of Trustees goals.

____9. Assists the Superintendent with organizing and crafting notices, reports and presentations for public release and briefings which can include presentations to the Board, press releases, blog, and District brochures.

____10. Works with the Superintendent and Board Secretary to prepare agendas, structure meetings, and ensure accuracy of Board minutes.

____11. Represent the District and Superintendent at public events and in various capacities with government and community organizations as assigned.

____12. Analyze and manage sensitive issues such as parent/community concerns that arise frequently in the rapidly changing environment of the Superintendent’s office.

____13. Respond to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.

____14. Represent the District as a Level II hearing officer in Parent and Community grievances to include the notification of hearing, conduct the hearing, the investigation (if needed), and prepare the grievance response per School Board policy.

COMMENTS: _____

Grant Research, Execution and Monitoring

____15. Conducts research on grant opportunities (e.g. facility improvements, District-led reform, etc.) for the purpose of securing additional funding resources for both current and proposed services, programs and administrative operations, as well as serving as a clearinghouse for potential grant funding opportunities.

____16. Presents grant concepts and proposed applications to the Superintendent for the purpose of gaining the required administrative and board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources.

____17. Collaborates with a variety of district personnel (District Committee), for the purpose of reviewing grant guidelines and eligibility requirements; gaining critical information from committee members; explaining restrictions; establishing grant submission deadlines; and updating the committee on the progress and/or review of the grant submission.

____18. Prepare grant applications and other associated materials according to the guideline provisions; and complies with grant submission requirements and timelines.

____19. Maintain master files on district level grants-

____20. Assist other District personnel (Cabinet, Directors, etc.) in providing technical assistance in their submission of grant-funded applications.

COMMENTS: _____

Policy, Compliance Reports, and Law

____21. Serves as the District’s Policy Contact; develops, maintains and updates Local Policy and Administrative Regulations.

____22. Works with the Superintendent and the Board to prepare agendas and structure Board Policy Review Committee Meetings.

____23. Distributes and ensure web postings of all proposed policy updates and new Administrative Regulations and Exhibits in compliance with Board policy; and any applicable federal and state laws and regulations.

____24. Maintains and updates the Superintendent’s Evaluation Calendar.

____25. Maintains and updates the Board Handbook as needed.

COMMENTS: _____

Other

____26. Serves as a second teacher evaluation appraiser as assigned.

____27. Maintains confidentiality and discretion with sensitive issues and information.

____28. Performs other duties as assigned by the Superintendent.

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 (Print Name)

Date

Administrator's Signature

Date

Employee's Signature

Date