

**CURRICULUM COORDINATOR, SYSTEM WIDE TESTING**  
**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**

**Evaluation**

- \_\_\_\_1. Reports STAAR/EOC Assessment results to Superintendent and CIOs; creates reports and analyses of campus performance and ratings.
- \_\_\_\_2. Creates DMAC reports for item analysis studies.
- \_\_\_\_3. Assists the Director in preparing the TAPR reports for dissemination to the Board of Trustees and other stake holders.
- \_\_\_\_4. Provides technical assistance and trainings for campuses in the evaluation and analysis of DMAC reports for specific target groups.
- \_\_\_\_5. Receives district policies on grade acceleration and alternative methods for earning credit; makes recommendations for revisions in line with legal requirements.

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

**Testing**

- \_\_\_6. Facilitates district testing (STAAR/EOC/TELPAS, Field Tests, TPRI, Alternative Assessment);
- \_\_\_7. Trains campus STAAR/EOC coordinators.
- \_\_\_8. Coordinates assessment trainings with special programs directors.
- \_\_\_9. Maintains a district-wide test materials check out/check in system consistent with local and state test security policies and procedures; verifies campus answer documents; accounts for all test booklets.
- \_\_\_10. Develops district calendar for credit by exam testing opportunities.
- \_\_\_11. Reviews assessment results for accuracy and updates relevant dates as needed.
- \_\_\_12. Coordinates with campus counselors in the ordering and administration of credit by exam.

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

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**Budget Preparation**

- \_\_\_13. Maintains budget for all evaluation reports for the district, coordinates shipping and bus bills, and accounts for all testing charges by department.
- \_\_\_14. Works with other departments in preparing budgets for testing and evaluation services.

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

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**Technical Support**

- \_\_\_15. Coordinates with the Technology Department to install and updates all online testing software and troubleshoot technical issues.
- \_\_\_16. Monitors the upload of teacher and student information from district's SIS to DMAC.
- \_\_\_17. Trains District staff how to utilize local and state assessment software platforms.
- \_\_\_18. Coordinates with the SIS data base manager or the uploading student staff assessment results into the SIS.

**Other**

- \_\_\_19. Provides DMAC credentials with FERPA guidelines for district and campus staff.
- \_\_\_20. Performs other duties assigned by supervisor.
- \_\_\_21. Maintains confidentiality of information.
- \_\_\_22. Attends trainings and conferences relevant to state assessment and testing.

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

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

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What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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Summative Conference Comments:

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**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