

**DEPUTY SUPERINTENDENT OF BUSINESS SERVICES
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**

JOB PERFORMANCE STANDARDS

Leadership and Management

- _____ 1. Serves as a key member of the Superintendent's Cabinet and acts on behalf of the Superintendent as assigned.
- _____ 2. Attends all regular and special meetings of the Board of Trustees and makes reports on district programs as directed by the Superintendent.
- _____ 3. Works with the Superintendent and senior management in implementing the Board's adopted plans and programs in all department areas.
- _____ 4. Provides assistance to all District-level departments in the completion of their duties, as appropriate.
- _____ 5. Contributes to meeting District goals by participating with the other senior level managers in their planning and management of District operations.
- _____ 6. Demonstrates awareness of district and community needs and initiates activities to meet those needs

COMMENTS: _____

Finance

- ____ 7. Oversees district financial operations including budgeting, accounting, payroll, purchasing, and investments.
- ____ 8. Oversees fiscal controls and procedures, on an on-going basis including monitoring purchasing protocols, accounting/finance, payroll, funding and fiscal compliance with the direct support of the Chief Financial Officer.
- ____ 9. Coordinates and manages all matters related to external auditing of the fiscal aspects of programs, departments and functions in the District; directs the District’s internal audit activities.
- ____ 10. Advises the Superintendent regarding fiscal and budgetary issues of the district.
- ____ 11. Advises the Superintendent on financial implications of district initiatives and legislative changes.
- ____ 12. Provides leadership in long-range financial and operational planning.
- ____ 13. Supports facilities planning and bond program implementation as needed.
- ____ 14. Implements policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.

COMMENTS: _____

Human Resources

- ____ 15. Oversees all HR functions including staffing, compensation, benefits, employee relations, employee benefits, and compliance with employment laws.
- ____ 16. Oversees effective talent acquisition, development, and retention practices to maintain a high-quality workforce.
- ____ 17. Ensures alignment between human resources policies and district goals for equity and efficiency.

COMMENTS: _____

PEIMS and Data Management

- ____ 18. Supervises PEIMS operations to ensure accurate, timely, and compliant reporting of all district data.
- ____ 19. Coordinates with Technology and Instruction departments to support data-driven decision-making.
- ____ 20. Ensures staff are trained on TEA reporting standards and data integrity procedures.

COMMENTS: _____

Administrative Compliance

- ____ 21. Secures and assesses legal interpretations on District operation issues.
- ____ 22. Evaluates all contracts and agreements in order to support optimum district operations.
- ____ 23. Ensures accountability in employee performance with appropriate and documented administrative action, as necessary.

COMMENTS: _____

Child Nutrition Services

- ____ 24. Oversees the Child Nutrition department operations through the supervision of the Food Services Director.
- ____ 25. Oversees policies and systems to support management of the Food Service Management Company contract.

COMMENTS: _____

Other Related Duties

- ____ 26. Directs the administrative activities required for Board of Trustee elections.
- ____ 27. Maintains confidentiality of information.
- ____ 28. Performs all other tasks and duties as assigned.

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