

**COORDINATOR, DISTRICT PEIMS  
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**

- |          |                              |  |
|----------|------------------------------|--|
| <b>5</b> | <b>Clearly Outstanding:</b>  | Performance is consistently far superior to what is normally expected.                 |
| <b>4</b> | <b>Exceeds Expectations:</b> | Performance demonstrates increased proficiency and is consistently above expectations. |
| <b>3</b> | <b>Meets Expectations:</b>   | Performance meets expectations and presents no significant problems.                   |
| <b>2</b> | <b>Below Expectations:</b>   | Performance is consistently below expectations and significant problems exist.         |
| <b>1</b> | <b>Unsatisfactory:</b>       | Performance is consistently unacceptable.  |
| <b>0</b> | <b>Not Applicable</b>        |  |

**JOB PERFORMANCE STATEMENTS**

**Program Management**

- \_\_\_\_1. Coordinate the accurate collection, integration, and formatting of all data required for PEIMS submission according to PEIMS and Texas Student Data Standards.
- \_\_\_\_2. Responsible for the submission of fall, mid-year, summer and extended year programs reports to the state.
- \_\_\_\_3. Run edits, reports and verification checks on data to ensure accuracy of information; distribute edits and reports to appropriate staff for analysis, verification, and correction; coordinate with district and campus PEIMS staff to identify, troubleshoot, and resolve staff and student information errors and inconsistencies.
- \_\_\_\_4. Ensure district data collection procedures are in compliance with local, state and federal reporting requirements. Communicate rule changes and data/documentation requirements to campuses, special programs, and administrative staff. Comply with the laws and procedures in the Texas Student Attendance Accounting Handbook (SAAH), PEIMS, and the Texas Student Data Standards (TSDS).
- \_\_\_\_5. Responsible for assigning Texas State Service IDs for all state approved courses as described in the TSDS Data Standards; code courses according to the guidelines found in the TEA Minimum Standards for the Academic Achievement Record.
- \_\_\_\_6. Responsible for data quality in compliance with Performance Based Monitoring (PBM).

- \_\_\_7. Responsible for verifying student transcripts against grade reporting records; notify director of discrepancies.
- \_\_\_8. Oversee Personal Identification Database (PID) and PID enrollment tracking (PET) reporting.
- \_\_\_9. Attend meetings, workshops, and seminars as necessary to remain informed of PEIMS updates, state, and federal guidelines.
- \_\_\_10. Responsible for developing training materials; train and monitor district personnel in areas related to PEIMS compliance.
- \_\_\_11. Propose and document procedural guidelines for the accurate collection of student enrollment, attendance, and discipline data for PEIMS reporting.
- \_\_\_12. Responsible for the creation and submission of ancillary Federal and State data collections such as Early Childhood Data Collection (ECDS) and Civil Rights Data Collection (CRDC).
- \_\_\_13. Assist the director in managing all aspects of the student information system to include, but not limited to, master schedule building, cross-entity enrollment, future scheduling, course request processing, calendar setup, endorsements and career plans, GPA/Rank, Transcripts, student registration and enrollment.

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

**Ethics**

- \_\_\_14. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- \_\_\_15. Maintain confidentiality of all data and files including student and staff information.
- \_\_\_16. Safeguard against unauthorized access to assigned computer system and electronic data.
- \_\_\_17. Keep informed of and comply with all state and district policies and regulations concerning primary job functions.

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

**Other**

- \_\_\_18. Demonstrate initiative and work independently.
- \_\_\_19. Perform all other task and duties as assigned.

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

**Supervisory Responsibilities**

- \_\_\_20. Specialist, PEIMS Data Quality and Accountability

**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