

**CHIEF INSTRUCTIONAL OFFICER  
Summative Appraisal Form**

Name \_\_\_\_\_ Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_ Date of Review \_\_\_\_\_

**Directions**

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator'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**

**School Climate**

- \_\_\_\_ 1. Promotes collegiality, teamwork, and participatory decision making among all district Staff members.
- \_\_\_\_ 2. Directs the planning, implementing, and evaluating the district instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
- \_\_\_\_ 3. Directs and oversees the instructional and curriculum services to meet the students' needs.
- \_\_\_\_ 4. Applies research and data to improve the content, sequence, and outcomes of the teaching-learning process.
- \_\_\_\_ 5. Demonstrates skills in conflict resolution with administrators, parents, teachers, staff, and/or the community.
- \_\_\_\_ 6. Cooperatively develops long and short range objectives and goals for all academic areas of the school district.

- \_\_\_\_7. Demonstrates sensitivity in dealing with staff, students, and community members from diverse cultural backgrounds; communicates similar expectations of the staff throughout the district.

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

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**School Improvement**

- \_\_\_\_8. Assists the Superintendent in developing, implementing, and evaluative practices and procedures designed to improve instructional effectiveness and productivity.
- \_\_\_\_9. Provides for systematic evaluation of the effectiveness of the different departments and plans for improvement. Decisions will be data-based driven.
- \_\_\_\_10. Coordinates long-range planning efforts for the Superintendent.
- \_\_\_\_11. Coordinates and provides input in the development of the District Improvement Plan and Campus Improvement Plans, and ensures that district and campus staff understand and incorporates required components of the plans.
- \_\_\_\_12. Assists with the coordination, monitoring, and the implementation of the District Improvement Plan, district-wide initiatives and Campus Improvement Plans.
- \_\_\_\_13. Coordinates the development and implementation of instructional and business technology plan, program and services.

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

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**Instructional Management: As assigned by Superintendent**

- \_\_\_\_14. Is aware of the district’s curricular and instructional implementation strategies and the specific ways in which the administration operates support instruction with an emphasis on the implementation of academic performance standards.
- \_\_\_\_15. Conferences regularly with supervised staff, jointly develops instructional plans and supports individual professional development activities (Bilingual/ESL; Instructional Support; Career Technology and Education; K-12 curriculum, etc., as appropriate).
- \_\_\_\_16. Provides student data and access student data for effective instructional program implementation and decision-making.
- \_\_\_\_17. Ensures effective use of technology integration in the classroom as related to technology assessment and training; and evaluation of district-wide technology programs.
- \_\_\_\_18. Assists with the coordination, development and implementation of the district improvement plan and campus improvement plans.

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

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**Personnel Management**

- \_\_\_19. Supervises the operation of the district’s departments under his/her immediate supervision.
- \_\_\_20. Evaluates personnel who directly report to him/her and ensures effective accountability.
- \_\_\_21. Makes provisions for effective staff development and training for designated staff under his/her supervision.
- \_\_\_22. Promotes a positive work environment that fosters high staff morale and excellence in the district.

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

**Administration and Fiscal/Facilities Management**

- \_\_\_23. Takes actions to ensure that district policies, procedures, and regulations are followed with regards to the district instructional programs.
- \_\_\_24. Provides assistance to building level principals relating to the instructional programs of the campus.
- \_\_\_25. Accepts responsibility for disseminating and collecting information for various local, federal, and state reports.
- \_\_\_26. Coordinates the activities of the district’s Instructional Services.

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

**Budget**

- \_\_\_27. Monitors the C&I and Federal and State Program and their expenditures to ensure compliance with regulations and guidelines.
- \_\_\_28. Ensures that programs are cost effective and are managed wisely.
- \_\_\_29. Compiles budget and cost estimates based on documented program needs.

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

**Professional Growth and Development**

- \_\_\_30. Takes initiative to develop needed professional skills appropriate to job assignments.
- \_\_\_31. Seeks out and participates in professional development programs.
- \_\_\_32. Conducts oneself in a professional and ethical manner.

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

**School/Community Relations**

- \_\_\_33. Participates in community activities (to extent feasible and appropriate) that foster rapport and mutual response between the district and the larger community.
- \_\_\_34. Serves as the administrative liaison between the district and the Texas Education Agency as it relates to his/her departments.
- \_\_\_35. Understands the mission of the district and communicates that mission within the community.

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

\_\_\_\_\_

**Other**

- \_\_\_36. Performs other duties assigned by Superintendent.
- \_\_\_37. Maintains confidentiality of information.

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

\_\_\_\_\_

**Supervisory Responsibilities**

- \_\_\_38. Supervises all staff for the designated offices and departments as assigned.
- \_\_\_39. Assists in the supervision of all campus principals as it pertains to the instruction and academics.
- \_\_\_40. Monitors the Special Education Department Instructional operations through the supervision of the Special Education Director.
- \_\_\_41. Monitors the Career, Technology, and Education Department Instructional operations through the supervision of the CTE Director.
- \_\_\_42. Monitors the Federal and State Program to include the Bilingual Department Instructional operations through the supervision of the instructional support staff.

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

\_\_\_\_\_

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
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Administrator (Signature)	Date
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Employee's Signature	Date
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