

**CHIEF FINANCIAL OFFICER
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

Fiscal Management

- ____ 1. Keep the superintendent informed on the business affairs of the district. Provides strategic leadership for the school district on finances, budget development, and investments. Directs the receipt, management of revenues and expenditures of the district's funds to insure proper and maximum returns on these funds. Forecasts short- and long-range cash requirements and obligations as a basis for sound financial planning.
- ____ 2. Ensures that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accountability System and Resource Guide and any Federal Financial Accounting Manual. Evaluates accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
- ____ 3. Maintains a continuous auditing program for all funds and collaborates with the district's independent and internal auditors in conducting the annual or periodic audit.
- ____ 4. Maintains the district investment portfolio. Develops cash flow analysis to aid in determining cash available for investment and payment of bills. Oversees preparation of monthly bank reconciliation for the operating, special revenue, debt service, construction, tax, cafeteria, and athletic accounts; review reconciliation of vendor and payroll clearing accounts.
- ____ 5. Reviews and approves all purchase orders and check requests and maintain control of budget by verifying availability of funds. Supervises the preparation of bids and bid specifications. Maintains accurate inventory records of the district's fixed and movable assets.

- ___ 6. Provides leadership to achieve cost-effective practices throughout the district. Works with district personnel to project student enrollments, staffing needs, employee benefit programs, building and facility needs, capital equipment needs, and other cost items for district and individual school improvement.
- ___ 7. Ensures that business operations support the district's goals and objectives. Administers the business office budget and ensure that programs are cost effective and funds are managed prudently.
- ___ 8. Provides training for budget managers with their respective campus and department staff on financial systems, procedures, and controls.
- ___ 9. Oversee the development and recommendation of compensation plans. Ensures coordination and effective use of Position Management System as it relates to human resource, budgeting and payroll.
- ___ 10. Oversees data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information.
- ___ 11. Monitor the Child Nutrition department operations through the supervision of the Food Services Director.
- ___ 12. Directs the administrative activities required for school-bond-issue elections.

COMMENTS: _____

Policy, Reports, and Law

- ___ 13. Implements policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
- ___ 14. Directs personnel to compile, maintain, and file all physical and computerized reports, records, and other documents required.
- ___ 15. Prepares and evaluates monthly financial statements and related budget reports.
- ___ 16. Prepares and publishes comprehensive annual financial report in compliance with TEA regulations as stated in FASRG. Develops semi-annual financial information for submission of data to TEA.
- ___ 17. Maintains a system for documentation of required reports and ensure deadlines are met with documentation on submission of reports.
- ___ 18. Ensures integrity and accuracy of all district, campus and student data reported through PEIMS.

COMMENTS: _____

Administrative Responsibilities

- ___ 19. Provide updates and recommendations to keep the Superintendent informed on school finance and district human resource matters.

COMMENTS: _____

Personnel Management

- ____ 20. Oversee the management of the district's Accounting and Purchasing Department, Budgeting Department, Payroll Department, Child Nutrition Services, PEIMS Department, the Federal Programs Department and the Human Resources Department.
- ____ 21. Supervises and evaluates the performance of Comptroller, PEIMS Data Quality Compliance and Accountability Director, Purchasing Director, Food Service Program, Budget Director, Chief Financial Officer Secretary, the Federal Programs Director and Human Resources Director.
- ____ 22. Establishes written processes and procedures relative to all aspects of finance and accounting to ensure effective execution of staff responsibilities for the various offices under the Chief Financial Officer. Defines the duties of the personnel under the Chief Financial Officer's direction.
- ____ 23. Establishes standards operational, organizational and procedures handbook for respective offices under the Chief Financial Officer. Develops training options and/or improvement plans to ensure exemplary business operations.
- ____ 24. Establishes systems for verification to ensure accurate execution of job duties and responsibilities related to all areas for the division of business. Evaluates job performance of employees to ensure effectiveness.
- ____ 25. Ensures accountability in employee performance with appropriate and documented administrative action, as necessary.
- ____ 26. Recruits, trains, and supervises personnel and makes sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
- ____ 27. Promotes a positive work environment that fosters high staff morale and excellence in the district.
- ____ 28. Serves as liaison between the Superintendent's Office and staff.

COMMENTS: _____

Community Relations

- ____ 29. Demonstrates awareness of district and community needs and initiates activities to meet those needs.

COMMENTS: _____

Other Related Duties

- ____ 30. Directs the administrative activities required for Board of Trustee elections.
- ____ 31. Maintains confidentiality of information.
- ____ 32. Performs all other task and duties as assigned.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

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