

DEAN OF INSTRUCTION – MIDDLE SCHOOL (PROJECT-BASED LEARNING FOCUS)
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 STATEMENTS

Instructional Leadership and PBL Implementation

- _____ 1. Lead the design, implementation, and monitoring of TEKS-aligned Project-Based Learning units.
- _____ 2. Support teachers in developing driving questions, authentic assessments, and real-world connections.
- _____ 3. Provide modeling and coaching on inquiry-based instruction and formative feedback.

COMMENTS: _____

Teacher Support and Professional Development

- _____ 4. Mentor teachers in effective teaching methods, data analysis, classroom management, and PBL facilitation.
- _____ 5. Lead job-embedded professional development, instructional rounds, and collaborative planning sessions.
- _____ 6. Facilitate vertical and horizontal alignment to ensure cohesive instructional practices across grade levels and content areas

COMMENTS: _____

Curriculum and Assessment

- _____ 7. Assist with planning and delivery of campus-wide in-service aligned to student needs and the Campus Improvement Plan.
- _____ 8. Model and support test data analysis, daily lesson design, and student intervention plans.
- _____ 9. Work with staff to align PBL experiences with STAAR, local assessments, and district expectations.

COMMENTS: _____

Instructional Planning and Teacher Coaching

- _____ 10. Create an annual instructional action plan tied to student performance data and district goals.
- _____ 11. Support teachers in developing lesson plans with varied instructional strategies and differentiation.
- _____ 12. Conduct classroom modeling, co-teaching, and feedback sessions to promote growth in instructional practice.

COMMENTS: _____

Campus and District Collaboration

- _____ 13. Attend and facilitate department meetings, and campus planning sessions.
- _____ 14. Serve as an instructional liaison between campus staff and the Department of Curriculum and Instruction.
- _____ 15. Contribute to the development and monitoring of the Campus Improvement Plan.

COMMENTS: _____

Leadership and School Culture

- _____ 16. Promote a culture of innovation, student engagement, and continuous improvement.
- _____ 17. Build instructional leadership capacity among staff through collaboration and coaching.
- _____ 18. Lead efforts to ensure equity, rigor, and relevance in all instructional practices.

COMMENTS: _____

Documentation and Evaluation

- _____ 19. Maintain documentation of training sessions, coaching cycles, instructional initiatives, and implementation of PBL practices.
- _____ 20. Analyze student achievement data to inform instructional priorities and evaluate the impact of professional development.

COMMENTS: _____

Additional Responsibilities

- _____ 21. Attend all required district training and professional development to stay informed of instructional trends and district priorities.
- _____ 22. Perform other duties as assigned by the principal.
- _____ 23. Maintain confidentiality of student and staff information.

COMMENTS: _____

Supervisory Responsibilities

- _____ 24. None (supports professional instructional staff through coaching and leadership, not direct supervision)

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