

**SPECIALIST, 21st CENTURY COMMUNITY LEARNING CENTER PROGRAM (21st CCLC) PROGRAM
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

- 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

General Duties

- _____ 1. Maintains a positive and service oriented public image for the district and the 21st CCLC Grant program.
- _____ 2. Develops and maintains all required forms and spreadsheets necessary for the Program Director (21st Century Community Learning Center (21st CCLC)).
- _____ 3. Manages the overall operation of the office of the Program Director (21st Century Community Learning Center (21st CCLC)), coordinates the calendar by scheduling appointments and meetings, and receives visitors and telephone calls and monitor incoming correspondence.
- _____ 4. Orders all needed supplies, materials and resources needed at each campus site.
- _____ 5. Coordinates all travel arrangements in compliance with the 21st CCLC grant guidelines and district accounting policies and procedures.
- _____ 6. Processes necessary paperwork for student travel, to include after school busing and off-site activities.
- _____ 7. Oversees and tracks monthly expenditures for the grant.
- _____ 8. Assists the Program Director 21st Century Community Learning Center (21st CCLC)) in the clerical preparation of all budgets and amendments.
- _____ 9. Maintains an orderly system for all grant expenditures, sign in sheets, parental involvement sign in sheets and other compliance requirements.

- ____ 10. Works with Site Coordinators to ensure the coordination of funding and timesheets to process extra-duty payroll, including the extended summer program.
- ____ 11. Originates all amendments to approved budgets and budget justifications as needed and process according to district procedures.
- ____ 12. Communicates program expectations and program objectives to staff, students, and community stakeholders.
- ____ 13. Maintains inter-agency collaboration and networking, to include all community stakeholders.
- ____ 14. Assists the director and site coordinators with guest speaker arrangements and any fees required.
- ____ 15. Monitors participation progress, collects, and maintains student attendance for all after school extra-curricular events on a monthly basis.
- ____ 16. Provides monthly expenditure reports to the Program Director 21st Century Community Learning Center (21st CCLC)).
- ____ 17. Provides monthly reports to include, activities and events implemented at each campus site, along with participation counts.
- ____ 18. Ensures all supplies and fees are ordered for campus program site, or off-site activities and paid for student participation activities.
- ____ 19. Attends trainings as required.
- ____ 20. Works with software vendors to acquire licenses for students and training for staff.
- ____ 21. Attends meetings required by the Program Director 21st Century Community Learning Center (21st CCLC)) and communicates any needs or concerns.
- ____ 22. Assures that all activities provide engagement opportunities for students.
- ____ 23. Organizes snacks and drinks for various activities that fall under the facilitation of the Program Director 21st Century Community Learning Center (21st CCLC)) and/or the Program Site Coordinator(s) 21st Century Community Learning Center (21st CCLC)).
- ____ 24. Works with transportation department to ensure busing is available for students, to return home after the program, or for events off-site.
- ____ 25. Plans with Program Director 21st Century Community Learning Center (21st CCLC)) to ensure that only evidence based resources are utilized following the 21st CCLC Blueprint.
- ____ 26. Develops a calendar of events for academic and extra-curricular activities to be shared with all stakeholders and uploaded on the district website.
- ____ 27. Completes all required documentation and submits to the agencies as per the grant stipulations.
- ____ 28. Understands the 21st CCLC Grant goals and objectives to provide support with questions that arise.
- ____ 29. Assists the Program Director 21st Century Community Learning Center (21st CCLC)) to prepare and coordinate the summer program to include academic and extra-curricular activities for participating students throughout the extended calendar.
- ____ 30. Finds opportunities to disseminate program information to all social media outlets routinely.
- ____ 31. Promotes the 21st CCLC Program using the My Texas ACE Website resources following the program guidelines.

- _____ 32. Updates and maintains the 21st CCLC program information on the SFDRCSISD Website for the campus site.
- _____ 33. Works in collaboration with the campus parental aide for parental involvement activities.

COMMENTS: _____

Policy, Reports and Law

- _____ 34. Adheres to and implements the policies established by federal and state law, State Board of Education rule and Board policy in curriculum and state initiatives.

COMMENTS: _____

Professional Growth and Development

- _____ 35. Performs duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of Ethics for Educators.

COMMENTS: _____

Other

- _____ 36. Performs other duties assigned or needed.
- _____ 37. Maintains confidentiality of information at all times.
- _____ 38. Keeps abreast of changes and updates for the 21st CCLC Grant compliance requirements.

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

_____ Date

_____ Date

_____ Date