

**DATA FELLOW
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**

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

- ___ 1. Participates in Weekly/Bi-Weekly meetings with the RSSP Lead, team and technical assistance provider.
- ___ 2. Participates in Bi-Weekly/Monthly Data Fellow Professional Learning Committees sessions organized by the Texas Education Agency (TEA) RSSP lead.
- ___ 3. Holds monthly check-ins with TEA's RSSP Team.
- ___ 4. Participates in Data Fellow Collaboration Groups.
- ___ 5. Maintains High Level Data System Pulse Checks that are recorded and monitored.
- ___ 6. Identifies strengths and areas for improvement needed to determine best solutions for student improvement.
- ___ 7. Understands the district's data culture and provides any support needed for improvement.
- ___ 8. Builds, maintains and reports out data information to campus principals, department administrators, or other stakeholders, as needed.
- ___ 9. Creates data systems and resources when gaps or areas of improvement are identified.
- ___ 10. Analyzes and creates visualizations of the data.
- ___ 11. Responsible for year-long and improvement cycle metrics and data collection plan.
- ___ 12. Supports year-long and cycle goals, metrics, and ongoing data collection.
- ___ 13. Continuously works on the dashboard reports for progress monitoring reporting, i.e.: quarterly reports.

- ____ 14. Ensures all data points are interpreted; such as, attendance, discipline, PEIMS, and student achievement, in an effort to build more holistic views of trends and patterns.
- ____ 15. Organizes, manipulates, and summarizes data in various formats.
- ____ 16. Transfers and transforms data from different platforms into useable contexts.
- ____ 17. Produces clear, clean charts, graphs or other data representations in a consistent and reliable manner.
- ____ 18. Performs quantitative and qualitative analysis for the district and synthesizes insights from these analysis.
- ____ 19. Provides timely analysis to support data-driven decisions for complex projects.
- ____ 20. Produces data analysis for root causes and action planning.
- ____ 21. Communicates and summarizes results of all data analysis in written, oral, or visual form, as needed.
- ____ 22. Utilizes data and findings to identify coherence, overlaps, and gaps between district programs, to guide district decision making.

COMMENTS: _____

Policy, Reports and Law

- ____ 23. 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

- ____ 24. 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

- ____ 25. Performs other duties assigned or needed.
- ____ 26. Maintains confidentiality of information at all times.

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's (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date