

**ADMINISTRATOR, SPECIAL POPULATION
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

Instructional Management

- ___ 1. Participates in development and evaluation of special populations classrooms.
- ___ 2. Encourages and supports development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
- ___ 3. Promotes the use of technology in teaching/learning process.
- ___ 4. Assesses individual and group needs of students based upon available and continuous data, and ensure that instructional needs are made for special population classroom students.
- ___ 5. Oversees/manages the caseload of students in special population classrooms and the implementation of the IEPs in inclusive, self-contained settings.
- ___ 6. Facilitates ARD/IEP meetings as needed.

COMMENTS: _____

Department/School Organizational Climate

- ___ 7. Promotes a positive, caring climate for learning
- ___ 8. Communicates effectively with staff and students.
- ___ 9. Maintains effective communication with parents/guardians the special education process including evaluations/re-evaluations and IEPs.
- ___ 10. Establishes effective systems for communications and ensures that the communication loop is intact (parental, department meetings, emails, campus administration team, etc.)
- ___ 11. Assists campus administrators in maintaining compliance with all federal, state and local policy as it applies to students with disabilities.

COMMENTS: _____

Department/School/Organizational Improvement

- ___ 12. Participates in development of program improvement plans with staff, parents and department.
- ___ 13. Assists with building a common vision for program improvement.

COMMENTS: _____

Personnel Management

- ___ 14. Observes employee performance, record observations, and conducts evaluation conferences.
- ___ 15. Assists Director in interviewing, selecting, and orienting new special program teachers.
- ___ 16. Defines expectations for teacher and staff performance with regard to instructional strategies, tests and classroom management.
- ___ 17. Works collaboratively with campus principals.

COMMENTS: _____

Administration and Fiscal/Facilities Management

- ___ 18. Supervises program operations in Director’s absence.
- ___ 19. Helps plan daily program activities by participating in the development of student class schedules, teacher assignments and extra-curricular activity schedules.
- ___ 20. Coordinates ESY summer programs.
- ___ 21. Coordinates transportation, custodian, cafeteria and other support services for special population classrooms.

- ___22. Complies with federal and state laws, State Board of Education rule, and board policy.
- ___23. Works with special education director and adheres to all district policies related to fiscal responsibilities (special education budgets and funds).

COMMENTS: _____

Student Management

- ___24. Ensures that students are supervised during non-instructional periods.
- ___25. Helps develop, implement and monitor a student discipline management system that results in positive student behavior in accordance with individual student IEP/BIPs, Student Code of Conduct, and student handbook.
- ___26. Ensures that school rules are uniformly observed and that student discipline is appropriate and equitable.
- ___27. Conducts conferences and ARD/IEP meetings, as appropriate, on student and school issues with parents, students and teachers.
- ___28. Provides staff development training as appropriate for staff to develop or enhance their skills in discipline management.
- ___29. Monitors the submission of discipline records as required by district, state and student IEPs.

COMMENTS: _____

Professional Growth and Development

- ___30. Participates in professional development to improve skills related to job assignment.
- ___31. Establishes annual goals for professional growth and development. In order to accomplish stated goals, incorporate district training and other resources such as various professional association, Education Service Centers, etc.

COMMENTS: _____

School/Community Relations

- ___32. Demonstrates awareness of department/program needs and initiates activities to meet those needs.
- ___33. Uses appropriate and effective techniques to encourage community and parent involvement.
- ___34. Performs other duties as assigned by the director of special education
- ___35. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

___36. Shares supervisory responsibility for professional, para-professional and support staff, of special population classrooms and others as assigned with the director of special education.

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