

DIRECTOR, FEDERAL AND STATE PROGRAMS

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

Program Management

- _____ 1. Research federal and state legislation for grant projects and programs relevant to the needs of the district.
- _____ 2. Facilitate the preparation and submission of standard applications to Texas Education Agency for federal and state funds to include but not limited to ESSA Consolidated Grant, Migrant Program Application, Student Success Initiative Grants (SSI), Focus and Priority Grants
- _____ 3. Determines the allowability under federal and /or state guidelines for funding requests for federal and or/state funds.
- _____ 4. Ensures compliance with appropriate state and local guidelines.
- _____ 5. Assist with the development of the Campus Improvement Plans and Campus Needs Assessment-confirming expenditures of federal and state funds are supported in the plans
- _____ 6. Evaluates federal and/or state funded district-led programs for effectiveness and return on investment.
- _____ 7. Ensure all requirements of the Title I program are completed for compliance to include but not limited to the Title I, Migrant, and parental component.
- _____ 8. Responsible for the compliance and effectiveness of the Title I Program, to include serving as District McKinneyVento - Foster and Unaccompanied Youth Liaison.

- _____ 9. Serve as liaison between Federal and State Programs and other agencies on joint projects that are federally funded.
- _____ 10. Consult with and monitor local Private Non Profit (PNPs) who participate in the Title I and Title II funding for their campuses and qualifying students.
- _____ 11. Responsible for the compliance and effectiveness of the Migrant Program, to include but not limited to the timelines for the New Generations System (NGS) and Identification and Recruitment process and the Priority for Service (PFS) Action Plan.
- _____ 12. Coordinate the Project Smart summer program and remediation support for Migrant students.
- _____ 13. Ensure effective training implementation for Migrant and Title I staff, to include the district and campus Parental Aides.
- _____ 14. Review and monitor the effectiveness of parental involvement at the district and campus levels.

COMMENTS: _____

Collaboration

- _____ 15. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs.
- _____ 16. Monitor parental involvement to include but not limited to the Parental Advisory Council (PAC), and LPAC Committees.
- _____ 17. Engage in the drafting of project proposals and reports, including the writing and development of program goals, objectives and budget for federal and state funding of programs.
- _____ 18. Participate in grant-writing activities to obtain funding for federal and state programs and services.
- _____ 19. Contribute to the district-level decision-making process to establish and to review for funding of the district’s goals, objectives and major classroom instructional programs.
- _____ 20. Collaborate with Chief Compliance and Accountability Officer in the use of federal and/or state funds to increase the level of instruction and student achievement.
- _____ 21. Collaborate with the Chief Compliance and Accountability Officer in the implementation of a Districtwide Parental Conference to inform parents on various services and support for all Title I students.

COMMENTS: _____

Budget and Inventory

- _____ 22. Monitors grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
- _____ 23. Advises campus administrators of projected allocation amounts during the district budget process.
- _____ 24. Ensures that programs are cost effective and that federal and state programs are managed wisely.
- _____ 25. Compiles budget and cost estimates based on documented progress needs.

COMMENTS: _____

Policy, Reports, and Law

- _____ 26. Compile, maintain and file all reports and other documents required, financial reports and audits to TEA, including but not limited to the Migrant Annual Compliance Report.
- _____ 27. Complies with policies established by federal and state law, State Board of Education rule, and local board policy.
- _____ 28. Coordinates the monitoring of federal and state programs.

COMMENTS: _____

Communication

- _____ 29. Informs superintendent and other administration of the effects of current and impending and federal legislation that effect the level of grant funding.
- _____ 30. Provides for two-way communication with principals, teachers, staff, parents and community.
- _____ 31. Informs district administration and campus principals of requirements for school improvement.
- _____ 32. Advises the Board of Trustee of changes in funding for federal and state programs.
- _____ 33. Communicates with TEA and Region XV as it relates to federal and state programs compliance.
- _____ 34. Advises program directors of grant availability and compliance reporting deadlines.

COMMENTS: _____

Personnel Management

- _____ 35. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- _____ 36. Evaluates job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.

COMMENTS: _____

Other

- _____ 37. Maintains confidentiality of information.
- _____ 38. Performs all other task and duties as assigned.

COMMENTS: _____

Supervisory Responsibilities

____ 39. Supervises Migrant Services Clerks, Adult Basic Education instructors, and Federal and State Programs Secretary

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