

**CURRICULUM & INSTRUCTION SPECIALIST
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

Program Management

- ___ 1. Supported on the development and implementation of curriculum, instruction, and assessment documents
- ___ 2. Assisted with development and revisions of district curriculum, instruction and assessments
- ___ 3. Created effective curriculum documents that align with the most current Texas state standards (TEKS)
- ___ 4. Assisted in creating research-based materials focused on cross-curricular alignment
- ___ 5. Attended workshops supporting innovative and instructional strategies
- ___ 6. Developed and maintains a confidential, collegial relationship with personnel
- ___ 7. Assisted in development and implementation of workshops (i.e. face-to-face, remote) for teachers and parents as needed
- ___ 8. Assisted in implementing new technologies in the classroom as needed
- ___ 9. Ensured the curriculum being delivered is based on clearly defined standards for student learning and is focused on supporting and challenging all students to excel in their learning.
- ___ 10. Performed other job-related duties as assigned

COMMENTS: _____

School Improvement

- ___ 11. Collaborated with the Curriculum Coordinator to interpret data and develop appropriate curriculum for student achievement

COMMENTS: _____

Policy, Reports, and Law

- ___ 12. Implemented the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiative's
- ___ 13. Ensured compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.
- ___ 14. Assisted with compilation and maintenance of reports, records, and other required documents to address state standards and district guideline.

COMMENTS: _____

Other

- ___ 15. Performed other duties assigned by supervisor.
- ___ 16. Maintained confidentiality of information.

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 (Print Name) _____
Date

Administrator's Signature _____
Date

Employee's Signature _____
Date