

**COORDINATOR, 21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER PROGRAM (21<sup>st</sup> CCLC)  
PROGRAM SITE  
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. Ensures all activities are coordinated for students, to include before, during and after school events.
- \_\_\_\_\_ 2. Implements grant policies to maximize student and parent participation.
- \_\_\_\_\_ 3. Conducts the program orientation for families who have children participating in planned activities.
- \_\_\_\_\_ 4. Facilitates presentations for parents on strategies for increasing reading and math achievement, to include make and takes.
- \_\_\_\_\_ 5. Coordinates events that directly align with student activities so parents can reinforce what students are learning.
- \_\_\_\_\_ 6. Communicates program expectations and program objectives to staff, students, and community stakeholders.
- \_\_\_\_\_ 7. Maintains inter-agency collaboration and networking, to include all community stakeholders.
- \_\_\_\_\_ 8. Coordinates guest speakers to make presentations to families, or to present engaging activities to students.
- \_\_\_\_\_ 9. Monitors participation progress, collects, and maintains student attendance for all after school extra-curricular events.
- \_\_\_\_\_ 10. Develops a Plan of action for teacher or tutor absences.

- \_\_\_\_\_ 11. Coordinates and manages program operations at the campus site or extra-curricular activity centers.
- \_\_\_\_\_ 12. Attends off-site events with students.
- \_\_\_\_\_ 13. Ensures all supplies and fees are ordered for program site, or off-site activities and paid for student participation activities.
- \_\_\_\_\_ 14. Ensures the issuance and return of permission slips, for program and off-site activities.
- \_\_\_\_\_ 15. Coordinates/supervises activities, schedules, and transportation for all project sites.
- \_\_\_\_\_ 16. Attends trainings as required.
- \_\_\_\_\_ 17. Trains and learns the usage and reporting for any software the students will utilize.
- \_\_\_\_\_ 18. Attends all meetings with the Program Director (21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC)) and communicates any needs or concerns.
- \_\_\_\_\_ 19. Assures that all activities provide engagement opportunities for students.
- \_\_\_\_\_ 20. Works with transportation department to ensure busing is available for students, to return home after the program, or for events off-site.
- \_\_\_\_\_ 21. Plans with Program Director to ensure that only evidence based resources are utilized following the 21<sup>st</sup> CCLC Blueprint.
- \_\_\_\_\_ 22. Collaborates with teachers to develop practices for students using hands-on activities or physical activities to compliment academic learning.
- \_\_\_\_\_ 23. Develops a calendar of events for academic and extra-curricular activities to be shared with all stakeholders.
- \_\_\_\_\_ 24. Assists the Program Director (21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC)) to prepare and coordinate the summer program to include academic and extra-curricular activities for participating students throughout the extended calendar.
- \_\_\_\_\_ 25. Finds opportunities to disseminate program information and recruits students during Back to School, PTO, or other campus event, such as assemblies.
- \_\_\_\_\_ 26. Promotes the 21<sup>st</sup> CCLC Program using the My Texas ACE Website resources following the program guidelines.
- \_\_\_\_\_ 27. Updates and maintains the 21<sup>st</sup> CCLC program information on the SFDRCSISD Website for the campus site.
- \_\_\_\_\_ 28. Works in collaboration with the campus parental aide for parental involvement activities.

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**Policy, Reports and Law**

- \_\_\_\_\_ 29. 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**

\_\_\_\_ 30. 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**

\_\_\_\_ 31. Performs other duties assigned or needed.

\_\_\_\_ 32. Be available for an occasional Saturday event.

\_\_\_\_ 33. Maintains confidentiality of information at all times.

\_\_\_\_ 34. Keeps abreast of changes and updates for the 21<sup>st</sup> 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

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date