SANTA MARIA INDEPENDENT SCHOOL DISTRICT
SCHOOL ADMINISTRATOR & SUPERVISOR APPRAISAL

Name_____ **Evaluation period**_____

Position_____ **Department**_____

Evaluator_____ **Title**_____

Directions: Use the following descriptors to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (D) Distinguished, (DV) Developing, or (N) Not Demonstrated/Needs Improvement.

Rating scale:

D	**Distinguished** Performance significantly exceeds standards and expectations Has complete mastery of job Is a source of information for others in department/district Consistently performs at the highest level of the performance area assessed Completes all job targets on time; assumes and completes additional assignments Develops teamwork and cooperation with subordinates and others
A	**Accomplished** Performance exceeds standards and expectations Acheives and frequently exceeds expectations for responsibilites and objectives Knowledge exceeds what is required to perform well Peformance is characterized by notable skill, initiative, and superior job knowldege Manages subordinates effectively
P	**Proficient** Generally meets established expectations for responsibilities and objectives Level of knowledge is appropriate to perform the assignment Demonstrates competency in most performance areas Manages subordinates appropriately Performance is within standards and presents no significant problems
DV	**Developing** Performance is below expectations and problems exist Specific skills or job knowledge requires improvement to meet the expectations of the job Must ask for direction on many assignments Often unable to resolve performance issues with subordinates Improvement is needed
N	**Not Demonstrated/Needs Improvement** The employee does not meet expectations for responsibilities and objectives. Does not demonstrate necessary knowledge, skills, and abilities required for the job Immediate and substantial improvement is needed Performance causes problems for the department and/or co-workers and is having a negative impact on department effectiveness and /or productivity

© 8/1/2017 Texas Association of School Boards, Inc. All rights reserved.

Rating	General responsibilities and skills
_____	**Performance area: Internal district relations** Establishes and maintains effective working relationships within the district to ensure the district's goals and objectives are met Expresses ideas and information effectively in both oral and written form Promotes departmental teamwork and interdepartmental teamwork Demonstrates ability to negotiate fair resolutions or solutions **Comments:**
_____	**Performance area: Management skills** Reads, understands and consistently applies or adheres to district policy and administrative procedures Conducts self in a manner that promotes the best image of the district Establishes clear directives for his or her department or work group Inspires confidence and respect among department staff Delegates work appropriately to subordinates Effectively encourages staff efforts toward common goals Knows when to seek assistance outside his or her department **Comments:**
_____	**Performance area: Planning and organization skills** Clearly understands his or her department's or workgroup's role in achieving the district's goals and objectives Develops sound action plans for meeting the annual job targets for the department or work group Plans for and implements sound office procedures to efficiently and effectively complete assignments and projects Adheres to priorities and deadlines Demonstrates flexibility in responding to changes in priorities and within the district Prepares and distributes required external and internal documents and reports in a timely manner **Comments:**

© 8/1/2017 Texas Association of School Boards, Inc. All rights reserved.

_____	**Performance area: Communications** Provides information to relevant audiences in a timely and effective manner Communicates clearly with people outside his or her field of expertise Effectively represents his or her department's role as it relates to the district's mission and goals **Comments:**
_____	**Performance area: Resource management** Effectively allocates resources of staff, funds, and time Accurately accounts for all resources assigned to his or her charge Develops and administers department budget based on documented program needs Ensures that operations are cost effective and funds are managed prudently **Comments:**
_____	**Performance area: Personnel managment** Recruits, hires, and retains skilled employees Evaluates performance of assigned staff to ensure effectiveness Develops training options and improvement plans Plans and conducts professional development, orientation, and training **Comments:**
	Specialized responsibilities and skills
_____	**Performance area:** **Comments:**

© 8/1/2017 Texas Association of School Boards, Inc. All rights reserved.

_____	**Performance area:** **Comments:**
_____	**Performance area:** **Comments:**

General comments

Employee comments

Overall performance rating (check one)

❑ **Distinguished** ❑ **Accomplished** ❑ **Proficient**

❑ **Developing** ❑ **Needs Improvement**

© 8/1/2017 Texas Association of School Boards, Inc. All rights reserved.

This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature Date	Evaluator signature Date
	Reviewer signature Date

Job Targets for 20__–20__

It is important when identifying job targets for individuals at the School Administrator or Supervisor to ensure that the identified targets align with the district's goals/mission/vision. This may be accomplished by considering how the individual's job impacts student instruction, supports human capital, displays leadership qualities, fosters a positive culture, and manages/implements systems.

(Identify between 3 to 5 job targets.)

It is the policy of Santa Maria ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

© 8/1/2017 Texas Association of School Boards, Inc. All rights reserved.