

**SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

**PERFORMANCE APPRAISAL – SUMMATIVE EVALUATION REPORT**

**NAME:** \_\_\_\_\_ **SOCIAL SECURITY NO.:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **SCHOOL/DEPARTMENT:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_ **DATE OF REVIEW:** \_\_\_\_\_

**APPRAISAL PERIOD: DATE FROM** \_\_\_\_\_ **DATE TO** \_\_\_\_\_

**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.

<b>Rating scale</b>	<b>E</b>	Exceeds expectations	Performance exceeds expectations
	<b>P</b>	Proficient	Performance meets expectations
	<b>I</b>	Needs Improvement	Performance does not meet expectations
	<b>N/A</b>	Not applicable	Performance is not expected

**Directions:** Use the above descriptions to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (E) exceeds expectations or (I) needs improvement.

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)	COMMENTS
I. SCHOOL AND COMMUNITY RELATIONS	_____ _____ _____ _____ _____ _____ _____	1. Participates in school and community activities 2. Works cooperatively with others 3. Demonstrates knowledge of district policies and procedures 4. Participates in meetings, training, and special events 5. Follows appropriate lines of authority 6. Adheres to state, district, and campus policies, regulations, and procedures	

**LIBRARIAN**

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)	COMMENTS
II. PLANNING AND ORGANIZATION	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Sets goals with supervisor</li> <li>2. Completes tasks in a timely and accurate manner</li> <li>3. Keeps records organized, up-to-date, and accurate</li> <li>4. Disseminates information on a timely and periodic basis</li> </ol>	
III. COMMUNICATION	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Communicates in a clear, effective, and informative manner</li> <li>2. Writes and speaks in an understandable and organized manner</li> <li>3. Communicates role and program related to the district's mission and goals</li> <li>4. Promotes positive interactions with the community</li> </ol>	
IV. JOB KNOWLEDGE AND SKILLS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Demonstrates knowledge of job requirements</li> <li>2. Bases recommendations and decisions on data, knowledge, and experience</li> <li>3. Provides leadership and direction for improvement in areas of responsibility</li> <li>4. Evaluates and analyzes results to determine effectiveness</li> <li>5. Uses innovations and current developments in areas of responsibility</li> </ol>	
V. PROFESSIONAL GROWTH AND DEVELOPMENT	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Participates in self-evaluation</li> <li>2. Cooperatively sets goals that reflect feedback from evaluation process</li> <li>3. Seeks self-improvement ideas</li> </ol>	

**LIBRARIAN**

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)	COMMENTS
<b>Specialized responsibilities and skills</b>			
<b>V. SPECIALIZED RESPONSIBILITIES AND SKILLS</b>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Performance area: Effectively plans the campus library program to meet identified needs</b></p> <ol style="list-style-type: none"> <li>1. Assesses library program needs based on state accreditation standards and district and campus goals</li> <li>2. Assesses the physical facility needs of the library based on current inventory, facility conditions, and additional books and equipment needed</li> <li>3. Prepares and submits annually a proposed budget for library resources and furnishings based on assessed needs</li> <li>4. Formulates goals for student instruction</li> <li>5. Confers regularly with campus administration to review and revise program</li> </ol>	
<b>VI. IMPLEMENT CAMPUS LIBRARY PROGRAM</b>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Performance area: Demonstrates ability to implement the campus library program to support district and campus mission and goals</b></p> <ol style="list-style-type: none"> <li>1. Selects resources that reflect the priorities of the campus instructional program</li> <li>2. Organizes an effective library program that consistently maximizes student learning</li> <li>3. Evaluates the library collection to ensure that it is current, attractive, and well-balanced</li> <li>4. Disseminates information regarding new library acquisitions</li> <li>5. Maintains circulation procedures that result in high rate of book and material return</li> <li>6. Maintains a cataloging system that provides easy access to materials and equipment</li> <li>7. Establishes guidelines for checking out materials and equipment</li> </ol>	
<b>VII. PROFESSIONAL GROWTH AND DEVELOPMENT</b>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ol style="list-style-type: none"> <li>1. Follows district and campus policies and procedures for library and media services</li> <li>2. Demonstrates a working knowledge of the district's library curriculum</li> <li>3. Uses approved reviewing tools and selection aids</li> <li>4. Organizes materials following standard library cataloging procedures</li> <li>5. Assists in the use of audiovisual equipment and supervises maintenance</li> <li>6. Demonstrates skill in evaluation, selection, and requisition of new library and media materials</li> </ol>	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)	COMMENTS
VIII. SCHOOL/ COMMUNITY RELATIONS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Performance area: Demonstrates skills in library instruction and provides services to school community</b></p> <ol style="list-style-type: none"> <li>1. Works with faculty to integrate library services into the instructional program</li> <li>2. Aids teachers in planning assignments needing extended use of library resources</li> <li>3. Provides instruction in location of resources and use of research techniques</li> <li>4. Provides displays, interest centers, and bulletin boards that are appropriate for student age and interests and current instructional units</li> <li>5. Conducts staff development programs about selection and use of library and media materials</li> </ol>	
<p><b>ADMINISTRATOR’S COMMENTS – May include statements as to disagreement with any of the criterion ratings.</b></p>			
<p><b>Recommendation of Evaluator:</b></p> <p style="text-align: center;"> <input type="checkbox"/> <b>Renewal and/or Extension of Contract</b>  <input type="checkbox"/> <b>Non-renewal of Contract</b>  <input type="checkbox"/> <b>Termination of Contract</b>  <input type="checkbox"/> <b>Non-extension of Contract</b> </p>			
<p><b>I have read and received a copy of this evaluation. This instrument has been reviewed by me.</b></p> <p>_____</p> <p><b>Administrator’s Signature</b> <span style="float: right;">_____</span> <b>Date</b></p> <p>_____</p> <p><b>Evaluator’s Signature</b> <span style="float: right;">_____</span> <b>Date</b></p>			