

**SOUTH SAN ANTONIO
INDEPENDENT SCHOOL DISTRICT**

ADMINISTRATOR 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.

Rating scale	E	Exceeds expectations	Performance exceeds expectations
	P	Proficient	Performance meets expectations
	I	Needs Improvement	Performance does not meet expectations
	N/A	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 CLIMATE	<div style="display: flex; justify-content: space-around; height: 100px;"> <div style="border-top: 1px solid black; width: 20px; height: 10px;"></div> <div style="border-top: 1px solid black; width: 20px; height: 10px;"></div> </div>	<ol style="list-style-type: none"> 1. Promotes a positive caring climate for learning. 2. Deal sensitively and fairly with persons from diverse cultural backgrounds. 	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)	COMMENTS
II. SCHOOL DISTRICT IMPROVEMENT	<div style="text-align: center;"> <hr style="width: 20px; margin: 0 auto;"/> <hr style="width: 20px; margin: 0 auto;"/> </div>	<ol style="list-style-type: none"> 1. Assess and respond to needs related to job responsibilities. 2. Contribute to the recommendation of sound policies directed toward program improvement. 	
III. INSTRUCTIONAL MANAGEMENT	<div style="text-align: center;"> <hr style="width: 20px; margin: 0 auto;"/> </div>	<ol style="list-style-type: none"> 1. Ensure that program operations are supportive of the instructional goals of the district. 	
IV. PERSONNEL MANAGEMENT	<div style="text-align: center;"> <hr style="width: 20px; margin: 0 auto;"/> <hr style="width: 20px; margin: 0 auto;"/> </div>	<ol style="list-style-type: none"> 1. Prepare, review, and revise job descriptions in department. 2. Make sound recommendations relative to personnel placement, transfer, retention, and dismissal. 	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)	COMMENTS
V. ADMINISTRATION AND FISCAL/ FACILITIES MANAGEMENT	<p>—</p> <p>—</p>	<ol style="list-style-type: none"> 1. Direct and manage district programs. 2. Ensure that programs are cost effective and funds are managed prudently. 	
VI. STUDENT MANAGEMENT	<p>—</p>	<ol style="list-style-type: none"> 1. Demonstrate support for the district’s student management policies and expected student behavior related to programs. 	
VII. PROFESSIONAL GROWTH AND DEVELOPMENT	<p>—</p> <p>—</p>	<ol style="list-style-type: none"> 1. Take the initiative to develop needed professional skill appropriate to job assignments. 2. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff. 	
VIII. SCHOOL/ COMMUNITY	<p>—</p> <p>—</p>	<ol style="list-style-type: none"> 1. Articulate the district’s mission and goals of the department to the community and solicit its support in realizing the mission. 2. Demonstrate awareness of district community needs and initiate activities to meet those identified needs. 	

ADMINISTRATOR'S COMMENTS – May include statements as to disagreement with any of the criterion ratings.

Recommendation of Evaluator:

<input type="checkbox"/>	Renewal and/or Extension of Contract
<input type="checkbox"/>	Non-renewal of Contract
<input type="checkbox"/>	Termination of Contract
<input type="checkbox"/>	Non-extension of Contract

I have read and received a copy of this evaluation. This instrument has been reviewed by me.

Administrator's Signature

Date

Evaluator's Signature

Date