

## 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 Diagnostician who achieves success. Based on cumulative performance information, the evaluator estimates the assessment person’s effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the assessment person’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 behavior indicators for rating each criteria.)	COMMENTS
I. SCHOOL CLIMATE	_____ _____ _____ _____	1. Presents a positive role model for students that supports the mission of the school district. 2. Maintains a positive and effective working relationship with supervisors and co-workers. 3. Complies with all district and local campus routines and regulations. 4. Effectively and accurately communicates with colleagues, students, parents and others in the community and represents the department, its programs, and their colleagues in a positive manner.	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to behavior indicators for rating each criteria.)	COMMENTS
II. CONTRIBUTES TO SCHOOL DISTRICT IMPROVEMENT	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>5. Maintains high standards of productivity.</p> <p>6. Makes judgements using critical thinking skills and objective information.</p> <p>7. Addresses priorities and completes tasks/obligations by practicing time management.</p> <p>8. Keeps records organized, up-to-date, and accurate.</p>	
III. PROGRAM MANAGEMENT	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>9. Selects appropriate assessment instruments to determine eligibility and programming needs.</p> <p>10. Accurately interprets assessment data to parents, students, and other professionals.</p> <p>11. Acquires adequate assessment data to draw accurate conclusions.</p> <p>12. Assessment is completed and reports are written within the state-mandated time lines.</p>	
IV. STUDENT MANAGEMENT	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>13. Interacts effectively with students to promote positive attitudes towards the special education program.</p> <p>14. Provides accurate and useful information to campus personnel (teachers, counselors, administrators) responsible for planning programs to address students' needs for intervention, behavior management, discipline and attendance.</p> <p>15. Maintains positive and effective working relationships with students.</p>	
V. PROFESSIONAL GROWTH AND DEVELOPMENT	<p>_____</p> <p>_____</p>	<p>16. Develops and maintains a plan for professional improvement.</p> <p>17. Demonstrates professional growth by providing leadership in addressing the challenges facing the profession.</p>	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to behavior indicators for rating each criteria.)	COMMENTS
VI. SCHOOL COMMUNITY RELATIONS	<div style="text-align: center;"> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </div>	18. Articulates support for school special education program. 19. Supports community activities that foster rapport and mutual respect between the special education department and the community.	

**EVALUATOR’S GENERAL EVALUATION STATEMENTS** – Summary statement concerning overall effectiveness, including statements as to strengths and/or limitations.

**EMPLOYEE COMMENTS** – May include statements as to disagreement with any of the criterion ratings.

**Recommendation of Evaluator:**

**Renewal and/or Extension of Contract**  
 **Non-renewal of Contract**  
 **Termination of Contract**  
 **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**