

**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 facilitator who achieves success. Based on cumulative performance information, the evaluator estimates the facilitator’s effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the facilitator’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	_____ _____ _____ _____ _____	1. Communicates and supports expectations that are consistent with district objectives. 2. Employs decision-making processes, fosters and promotes collegiality and team building. 3. Demonstrates effective inter-personal skills by promoting positive school/district/community climate. 4. Uses findings to maintain or improve conditions. 5. Manages conflict effectively.	

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II. SCHOOL DISTRICT IMPROVEMENT	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<ol style="list-style-type: none"> 1. Assesses and responds to needs related to one’s job responsibilities. 2. Contributes to the recommendations of procedures directed toward improvement. 3. Ensures that the curriculum is responsive to student needs. 4. Uses appropriate information systems and records required for attainment of district/program goals and overall improvement efforts. 5. Conceptualizes, attracts support for, and assists in the implementation of innovative projects/programs/ideas. 	
III. INSTRUCTIONAL MANAGEMENT	<p>—</p> <p>—</p> <p>—</p> <p>—</p>	<ol style="list-style-type: none"> 1. Addresses the needs of at-risk students. 2. Evaluates and recommends improvement in the purposes, design, materials, and implementation of the instructional and/or other support programs. 3. Monitors instruction systematically and continuously to ensure that program activities are keyed to producing desired program outcomes. 4. Assists teachers and staff by providing appropriate time, resources, and materials to support the accomplishment of educational goals. 	
IV. PERSONNEL MANAGEMENT	<p>—</p> <p>—</p> <p>—</p>	<ol style="list-style-type: none"> 1. Prepares, reviews and revises job description in one’s area of responsibility. 2. Provides technical assistance to the instructional staff concerning the teaching and learning process. 3. Secures consultants, specialists, materials, and other community resources to assist in meeting program goals. 	

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V. ADMINISTRATION AND FISCAL/ FACILITIES MANAGEMENT	<p>—</p> <p>—</p> <p>—</p> <p>—</p>	<ol style="list-style-type: none"> 1. Uses relevant information to correct or improve programs. 2. Reports to one’s supervisor on the status of performance and outcomes related to one’s area of responsibility. 3. Schedules activities effectively and secures resources needed to accomplish goals. 4. Monitors the policies established by federal and state law, State Board of Education rules, and the local board policy in the area(s) supervised. 	
VI. STUDENT MANAGEMENT	<p>—</p>	<ol style="list-style-type: none"> 1. Supports the district’s student management policies and expected student behavior related to programs. 	
VII. PROFESSIONAL GROWTH AND DEVELOPMENT	<p>—</p> <p>—</p> <p>—</p> <p>—</p>	<ol style="list-style-type: none"> 1. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators; is a role model for all district staff. 2. Takes the initiative to develop and improve professional skills appropriate to job assignments. 3. Provides leadership by disseminating ideas and information to other professionals and staff. 4. Takes initiative in the performance of job assignments. 	
VIII. SCHOOL/COMMUNITY	<p>—</p> <p>—</p> <p>—</p>	<ol style="list-style-type: none"> 1. Encourages two-way communication between the school and the community. 2. Demonstrates an awareness of school-community needs and promotes activities to meet those identified needs. 3. Demonstrates the use of appropriate and effective techniques for community and parent involvement. 	

