

HUMAN RESOURCES COORDINATOR

**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="text-align: center;"> <div style="border-bottom: 1px solid black; width: 20px; margin: 0 auto; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 20px; margin: 0 auto; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 20px; margin: 0 auto; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 20px; margin: 0 auto;"></div> </div>	<ol style="list-style-type: none"> 1. Promotes a positive caring climate for learning. 2. Deals sensitively and fairly with persons from diverse cultural backgrounds. 3. Deals consistently and equitably with all personnel. 4. Employees an effective communication process that includes listening to all constituents. 	

DOMAIN S	RATING SCALE	<p align="center">PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)</p>	<p align="center">COMMENTS</p>
<p align="center">II. SCHOOL DISTRICT IMPROVEMENT</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ol style="list-style-type: none"> 1. Assess and respond to needs related to job responsibilities. 2. Contributes to the recommendation of sound policies directed toward program improvement. 3. Collaborates in developing the mission of the school/district and articulating goals directed towards school improvement. 4. Works with staff and community in developing a data base on needs and resources. 	
<p align="center">III. PERSONNEL MANAGEMENT</p>	<p>_____</p> <p>_____</p>	<ol style="list-style-type: none"> 1. Directs and manages district programs. 2. Implements the policies established by federal and state law, State Board of Education rule, and the local board policy in the areas(s) supervised. 	
<p align="center">IV. PROFESSIONAL GROWTH AND DEVELOPMENT</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ol style="list-style-type: none"> 1. Takes the initiative to develop needed professional skills appropriate to job assignments. 2. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff. 3. Performs duties in a professional, ethics, and responsible manner as defined in TEA Code of Ethics for Educators. 4. Disseminates ideas and information to other professionals; provides leadership in addressing the challenges facing the profession. 5. Involves oneself actively in professional associations and makes professional presentation at conference. 	
<p align="center">V. PERSONNEL MANAGEMENT</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ol style="list-style-type: none"> 1. Oversees employee leaves and absences related to FMLA, Worker's Compensation, and TDL 2. Oversees benefits enrollments for all new hires. 3. Assists all district employees with insurance questions/problems/changes, etc. 4. Responsible for overseeing handling of unemployment claims 5. Manages Worker's Compensation program for the District. 6. Assures District compliance with ADA, FMLA, COBRA, and HIPAA laws. 7. Assists with EEOC claims as needed. 	

