

**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.

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 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 presents the department, its programs, and ones 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>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>_____</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> <p>13. Implements Occupational Therapist intervention using currently accepted theories and philosophies supported by the research literature.</p> <p>14. Collaborates with campus educators to integrate the Occupational Therapy goals in the general education curriculum to enhance learning.</p> <p>15. Collaborates with the multidisciplinary team to enable the student to generalize skills across the student's learning environments.</p>	
IV. STUDENT MANAGEMENT	<p>_____</p> <p>_____</p> <p>_____</p>	<p>16. Interacts effectively with students to promote positive attitudes towards the special education program.</p> <p>17. 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>18. Maintains positive and effective working relationships with students.</p>	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to behavior indicators for rating each criteria.)	COMMENTS
V. PROFESSIONAL GROWTH AND DEVELOPMENT	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 5px;"></div> </div>	19. Develops and maintains a plan for professional improvement. 20. Demonstrates professional growth by providing leadership in addressing the challenges facing the profession.	
VI. SCHOOL COMMUNITY RELATIONS	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 5px;"></div> </div>	21. Articulates support for school special education program. 22. 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: <div style="display: flex; justify-content: space-between; margin-left: 200px;"> <div style="width: 40px; border-bottom: 1px solid black;"></div> <div style="width: 40px; border-bottom: 1px solid black;"></div> <div style="width: 40px; border-bottom: 1px solid black;"></div> <div style="width: 40px; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-left: 200px;"> <div style="width: 40%;"></div> <div style="width: 40%; text-align: right;"> Renewal and/or Extension of Contract Non-renewal of Contract Termination of Contract Non-extension of Contract </div> </div>			
<p>I have read and received a copy of this evaluation. This instrument has been reviewed by me.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-bottom: 1px solid black;"></div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Administrator's Signature</div> <div style="width: 45%; text-align: right;">Date</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-bottom: 1px solid black;"></div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Evaluator's Signature</div> <div style="width: 45%; text-align: right;">Date</div> </div>			