

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 educator who achieves success. Based on cumulative performance information, the evaluator estimates the educator’s effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the educator’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 educator position.)	COMMENTS
I. PROMOTING POSITIVE SCHOOL CLIMATE	_____	1. Presents a positive role model for students that Supports the mission of the school district. Indicators: a. Is well groomed and complies with district dress code. b. Is punctual and maintains good attendance. c. Demonstrates self-control and tact. d. Demonstrates good oral and written communication skills. e. Exhibits an honest, caring attitude toward students, counseling, and work in schools.	

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<p align="center">I. PROMOTING POSITIVE SCHOOL CLIMATE</p>	<p align="center"> _____ _____ _____ </p>	<p>2. Maintains a positive and effective working relationship with supervisors. Indicators: a. Accepts and carries out assignments in a positive manner. b. Responds to suggestions for improvement in a timely manner. c. Keeps appropriate supervisor informed.</p> <p>3. Complies with district and local campus routines and regulations. Indicators: a. Knows and supports campus and district policies and procedures. b. Follows appropriate lines of authority in making requests or communicating concerns. c. Focuses counseling towards accomplishing the district’s stated goals and objectives. d. Follows professional Codes of Ethics. e. Attends meetings as required.</p> <p>4. Effectively communicates with colleagues, students, and parents. Indicators: a. Communicates ideas, intentions, and instructions in a clear, effective, and informative manner. b. Disseminates important information to appropriate personnel on a timely basis. c. Listens actively to students and adults. d. Conducts parent conferences when appropriate.</p>	
<p align="center">II. CONTRIBUTES TO SCHOOL DISTRICT IMPROVEMENT</p>	<p align="center"> _____ </p>	<p>5. Makes judgments using critical thinking skills and objective information. Indicators: a. Formulates recommendations and/or decisions about actual or potential attendance counseling problems based on data collected and professional guidance knowledge and adaptation. b. Confirms judgments when appropriate with student, family, school personnel, counseling colleagues, and/or community professionals. c. Involves student’s family and/or significant others in determining possible cause-effect relations.</p>	

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<p align="center">II. CONTRIBUTES TO SCHOOL DISTRICT IMPROVEMENT</p>	<p align="center"> _____ _____ </p>	<p>6. Addresses priorities, completes tasks/obligations, maintains high standards of productivity by practicing effective time management. Indicators:</p> <ul style="list-style-type: none"> a. Completes tasks and assignments in an accurate and timely manner. b. Submits reports and records that meet deadlines. c. Provides time for both problem intervention and prevention. d. Follows up on individual student’s status and referrals. <p>7. Keeps records organized, up to date, and accurate. Indicators:</p> <ul style="list-style-type: none"> a. Provides accurate and useful information in reports. b. Maintains appropriate and current records. c. Stores records and reports to protect student privacy and yet readily accessible for appropriate use. d. Documents interactions with students according to professional standards. 	
<p align="center">III. PROGRAM MANAGEMENT</p>	<p align="center"> _____ _____ _____ _____ _____ </p>	<p>8. Effectively promotes district and state attendance mandates. Indicators:</p> <ul style="list-style-type: none"> a. Enforces Compulsory Attendance Law by administering oaths and serving legal process. b. Submits legal affidavits through the precinct court. c. Develops and submits written reports through the juvenile court. d. Reports findings of visits and court cases to school administrators and related personnel. e. Consults with teachers and administrators. f. Makes recommendations to teachers and administrators regarding measures which may motivate improved student behavior and attendance. g. Assists in the tracking of secondary students who withdraw from school. 	

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<p align="center">IV. STUDENT MANAGEMENT</p>	<p align="center"> </p>	<p>13. Maintains a positive and effective working relationship with students. Indicators:</p> <ul style="list-style-type: none"> a. Demonstrates sensitivity to student's, feelings, value system, interests, and concerns. b. Assists the students in analyzing their behaviors and in accepting responsibility for their actions c. Involves the student when appropriate with decision making. 	
<p align="center">V. PROFESSIONAL GROWTH AND DEVELOPMENT</p>	<p align="center"> </p>	<p>14. Develops and maintains a plan for professional improvement. Indicators:</p> <ul style="list-style-type: none"> a. Sets annual improvement goals that reflect feedback from evaluation process. b. Seeks improvement ideas from supervisors and professional peers. c. Uses innovating and/or current developments in profession when appropriate. d. Improves leadership skills through self-initiated professional development activities. <p>15. Demonstrates professional growth by providing leadership in addressing the challenges facing the profession. Indicators:</p> <ul style="list-style-type: none"> a. Disseminates ideas and information to other professionals and/or staff. b. Participates in professional seminars and improvement training programs. c. Uses information and insights gained professionally and in self-improvement training programs. <p>16. Articulates support for school attendance program. Indicators:</p> <ul style="list-style-type: none"> a. Communicates the role of the visiting teacher within the school district's mission and goals. b. Offers services as a speaker for student, faculty, and parent groups on attendance/social services issues. 	

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V. PROFESSIONAL GROWTH AND DEVELOPMENT		17. Supports community activities that foster rapport and mutual respect between the campus attendance program and the larger community. Indicators: a. Works cooperatively with colleagues, parents, and community professionals. b. Participates in school-community activities when appropriate. c. Uses the services of outside agencies and resources with implementing the attendance/counseling program.	

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

The highest rating assigned to Visiting Teachers for number 3,7,8,10,14,and 15 is p-Proficient (Performance meets expectations)

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.

Educator's Signature

Date

Evaluator's Signature

Date