

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="display: flex; flex-direction: column; gap: 10px;"> <div style="border-bottom: 1px solid black; width: 20px; margin: 0 auto;"></div> <div style="border-bottom: 1px solid black; width: 20px; margin: 0 auto;"></div> <div style="border-bottom: 1px solid black; width: 20px; margin: 0 auto;"></div> <div style="border-bottom: 1px solid black; width: 20px; margin: 0 auto;"></div> <div style="border-bottom: 1px solid black; width: 20px; margin: 0 auto;"></div> </div>	<ol style="list-style-type: none"> 1. Deals consistently and equitably with all personnel. 2. Employs effective interpersonal skills. 3. Develops and maintains staff morale. 4. Anticipates, manages, and resolves conflict effectively. 5. Uses findings to maintain or improve conditions. 	

DOMAINS	RATING SCALE	<p align="center">PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)</p>	COMMENTS
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 recommendation of sound policies directed toward improvement. 3. Designs feasible projects for implementing Innovative programs. 4. Conceptualizes, attracts support for, and tries out special innovative projects. 5. Weighs risks involved in proposed program modifications. 	
III. INSTRUCTIONAL MANAGEMENT	<p>_____</p> <p>_____</p> <p>_____</p>	<ol style="list-style-type: none"> 1. Directs school services to provide for all student equitably. 2. Promotes and supports effects to help each child develop a sense of self-worth. 3. Monitors instructional and managerial processes systematically and continuously to ensure that program activities are keyed to producing desired program outcomes. 	
IV. PERSONNEL MANAGEMENT	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ol style="list-style-type: none"> 1. Prepares, reviews, and revises job descriptions in one’s area of responsibility. 2. Delegates duties, responsibilities, and functions effectively. 3. Makes sound recommendations relative to personnel replacement, transfer, retention, and dismissal. 4. Facilitates the recruitment, assignment and evaluation of staff to ensure that programs achieve their purpose. 5. Maintains knowledge of trends in compensation and fringe benefits. 	

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<p align="center">V. ADMINISTRATION AND FISCAL/ FACILITIES MANAGEMENT</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	<ol style="list-style-type: none"> 1. Obtains broad-based input for the identification, review, and analysis of resource, facility, and equipment needs. 2. Uses relevant information to correct or improve programs. 3. Demonstrates responsible fiscal control over assigned budgets. 4. Complies with all laws, rules, and policies related to fiscal management, meeting accepted accounting standards. 5. Implements the policies established by federal and state law, State Board of Education rule, and the local board policy in the area(s) supervised. 6. Compiles reasonable budgets and cost estimates based upon documented program needs. 7. Participates in the systematic monitoring of the use, care, and replacement of capital equipment. 	
<p align="center">VI. STUDENT MANAGEMENT</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> </p>	<ol style="list-style-type: none"> 1. Demonstrates support for the district’s student management policies and expected student behavior related to programs. 2. Encourages and promotes a district, school, and classroom management policy that ensures harmony. 	
<p align="center">VII. PROFESSIONAL GROWTH AND DEVELOPMENT</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	<ol style="list-style-type: none"> 1. Conducts oneself in a professional, ethical manner in accordance with the educator standards of conduct. 2. Uses information and insights gained in professional development programs for self-improvement. 3. Demonstrates behavior that is professional, ethical, and responsible; is a role model for all district staff. 4. Disseminates ideas and information to other professionals; provides leadership in addressing the challenges facing the profession. 5. Participates actively in professional activities, shares ideas and information with other professionals, and initiates action to confront problems facing the profession. 	

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VIII. SCHOOL/ COMMUNITY RELATIONS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Communicates clearly the districts needs and programs to the parents and the community and responds to their concern in a timely manner. 2. Seeks community support for bond issues, tax issues, and other referenda that supports the district's goals and objectives. 3. Builds or maintains coalitions among respective community groups in support of the district's goals and objectives.	
<p>ADMINISTRATOR'S COMMENTS – May include statements as to disagreement with any of the criterion ratings.</p>			
<p>Recommendation of Evaluator:</p> <p>_____ Renewal and/or Extension of Contract</p> <p>_____ Non-renewal of Contract</p> <p>_____ Termination of Contract</p> <p>_____ Non-extension of Contract</p>			
<p>I have read and received a copy of this evaluation. This instrument has been reviewed by me.</p> <p>_____ Administrator's Signature _____ Date</p> <p>_____ Evaluator's Signature _____ Date</p>			