

**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	_____ _____ _____ _____ _____	1. Promote a positive caring climate for learning. 2. Embraces cultural diversity and treats everyone with dignity and respect. 3. Deals consistently and equitably with all personnel. 4. Develops and maintains staff morale. 5. Employees an effective communication process that includes listening to all constituents.	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)	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 the needs related to job responsibilities. 2. Contribute 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. 5. Contributes to the recommendation of sound policies directed toward improvement. 	
III. INSTRUCTIONAL MANAGEMENT	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ol style="list-style-type: none"> 1. Ensure that program operations are supportive of the instructional goals of the district. 2. Directs school services to provide for all students equitably. 3. Focuses resources and efforts to promote excellence by addressing deficiencies in student achievement. 4. Facilitates a principal, teacher, and parent consortium to enhance student academic continuum. 5. 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. Prepare, review, and revise job descriptions in department. 2. Make sound recommendations relative to personnel placement, transfer, retention, and dismissal. 3. Demonstrates a clear understanding of the respective roles of the board, superintendent, and staff. 4. Plans, implements, and supports district programs for recruitment, selection, orientation, and assignment of district employees. 5. Interviews, selects, and orients new staff effectively. 	

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)	COMMENTS
V. ADMINISTRATION AND FISCAL/ FACILITIES MANAGEMENT	_____ _____ _____ _____ _____ _____	1. Directs and manages district programs. 2. Obtains broad-based input for the identification, review, and analysis of resource, facility, and equipment needs. 3. Complies reasonable budgets and cost estimates based upon documented program needs. 4. Implements the policies established by federal and state law, State Board of Education rule, and the local board policy in the areas(s) supervised. 5. Reports to one’s supervisor on the status of performance and outcomes related to one’s responsibility.	
VI. STUDENT MANAGEMENT	_____ _____	1. Demonstrate 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.	
VII. PROFESSIONAL GROWTH AND DEVELOPMENT	_____ _____ _____ _____ _____ _____	1. Take the initiative to develop needed professional skill 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.	
VIII. SCHOOL/ COMMUNITY	_____ _____ _____ _____ _____	1. Articulate the district’s mission and goals of the department to the community and solicit its support in realizing the mission. 2. Demonstrate awareness of district community needs and initiate activities to meet those identified needs. 3. Seeks community support for bond issues, tax issues, and other referenda that support the district’s goals and objectives. 4. Builds or maintains coalitions among respective community groups in support of the district’s goals and objectives. 5. Emphasizes and nurtures two-way communication between the school and the community.	

