

DIRECTOR OF HUMAN RESOURCES

**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; 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. 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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<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. 	
III. INSTRUCTIONAL MANAGEMENT	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Ensures 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 needs/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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<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	<p align="center">PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)</p>	COMMENTS
V. ADMINISTRATION AND FISCAL/ FACILITIES MANAGEMENT	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ol style="list-style-type: none"> 1. Directs and manages district programs. 2. Ensure that programs are cost effective and funds are managed prudently. 3. Implements the policies established by federal and state law, State Board of Education rule, and the local board policy in the areas(s) supervised. 4. Complies reasonable budgets and cost estimates based upon documented program needs. 	
VI. STUDENT MANAGEMENT	<p>_____</p>	<ol style="list-style-type: none"> 1. Demonstrates support for the district’s student management policies and expected student behavior related to programs. 	
VII. PROFESSIONAL GROWTH AND DEVELOPMENT	<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 serves 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	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ol style="list-style-type: none"> 1. Articulates the district’s mission and goals of The department to the community and solicit its support in realizing the mission. 2. Demonstrates awareness of district community needs and initiate activities to meet those identified needs. 3. Builds or maintains coalitions among respective community groups in support of the district’s goals and objectives. 4. Emphasizes and nurtures two-way communication between the school and the community. 	

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

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.

Administrator's Signature

Date

Evaluator's Signature

Date