

# 2024-2025 APPRAISAL GUIDEBOOK

The Dallas Independent School District's Board of Trustees prioritizes measurable improvement of student outcomes. While this work relies on the dedication and performance of teachers and school leaders, central staff and campus support team members play a crucial role in reaching these goals by supporting the work of instructional staff and facilitating organizational conditions for success.

To continue improving student achievement in Dallas ISD, each of the district's 20,000+ team members, including the 10,000 non-instructional staff, must be working toward a singular vision, focusing on shared outcomes, and striving for excellence. CMS is an approved appraisal instrument for central staff appraisers/supervisors to complete team members' annual performance appraisal, as dictated per district board policy.

## OVERVIEW

The performance review process occurs in three phases within the annual appraisal cycle: Beginning of year goal setting and planning, Mid-year review, and End of year evaluation.

*setting conference, appraisers ensure that team members understand their job roles and responsibilities, goals, and expected professional standards of conduct. All team members will be accountable for the development and accomplishment of individual goals that align with those of the team and department.*

*Phase 2:*



## PERFORMANCE RUBRIC COMPETENCIES

Drawing from past evaluation systems, stakeholder input, and current best practices in performance management, the CMS Performance Rubric was developed as a means of setting expectations for team member performance around four core domains: **Shaping Culture**, **Developing Talent**, **Driving Impact**, and **Engaging Stakeholders**.

**Shaping Culture** Central Staff contribute positively to the District through ethical decision making and professionalism

**Developing Talent** Central Staff identify opportunities and take action to develop self, peers, teams, and divisions

**Driving Impact** Central Staff impact the District with high levels of productivity

**Engaging Stakeholders** Central Staff communicate in ways that build trust, develop positive relationships, and promote equity

The CMS Performance Rubric adapts its valuation of excellence by layering additional responsibilities onto team member expectations depending on the requirements of their position: **Leader of Self**, **Leader of Others**, and **Leader of Teams**.

Team members on CMS who do not supervise others are evaluated under the **Leader of Self** category

Team members on CMS who formally manage or supervise at least one team member are evaluated under the **Leader of Others** category

Team members on CMS who hold a title of Director or higher are evaluated under the **Leader of Teams** category

	Leader of Self	Leader of Others	Leader of Team(s)
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# EXTENUATING CIRCUMSTANCES

# SCORING

## OVERALL EVALUATION SCORING

The annual evaluation score is the sum of points earned from the appraiser's evaluation of the team member's performance and goals during the applicable appraisal cycle. Scores from the performance indicators comprise 75% and goals comprise the remaining 25% of the overall evaluation rating.

Performance rubric indicator scores are averaged and weighted 75%

Goal scores are averaged and weighted 25%

Performance and goals weighted scores are combined to determine the overall evaluation score and categorized according to the ranges below.

OVERALL EVALUATION RATING	SCORE RANGE
Exemplary	3.7 - 4.0
Exceeds Expectations	3.3 - 3.6
Proficient	2.6 - 3.2
Progressing	2.0 - 2.5
Unsatisfactory	0 - 1.9