

**DIRECTOR, BILINGUAL/ESL EDUCATIONAL PROGRAM**  
**Summative Appraisal Form**

Name \_\_\_\_\_

Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Date of Review \_\_\_\_\_

**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**

- |          |                              |  |
|----------|------------------------------|--|
| <b>5</b> | <b>Clearly Outstanding:</b>  | Performance is consistently far superior to what is normally expected.                 |
| <b>4</b> | <b>Exceeds Expectations:</b> | Performance demonstrates increased proficiency and is consistently above expectations. |
| <b>3</b> | <b>Meets Expectations:</b>   | Performance meets expectations and presents no significant problems.                   |
| <b>2</b> | <b>Below Expectations:</b>   | Performance is consistently below expectations and significant problems exist.         |
| <b>1</b> | <b>Unsatisfactory:</b>       | Performance is consistently unacceptable.  |
| <b>0</b> | <b>Not Applicable</b>        |  |

**JOB PERFORMANCE STATEMENTS**

**Climate**

- \_\_\_\_\_ 1. Communicates and promotes high expectation levels of staff and student performance in an enabling, supportive way; provides proper recognition of excellence and achievement.
- \_\_\_\_\_ 2. Establishes and maintains an environment which is conducive to positive staff morale and directed towards achievement of the department/district's mission.
- \_\_\_\_\_ 3. Communicates effectively with students, staff, parents and community about the bilingual program's goals, expectations and initiatives.
- \_\_\_\_\_ 4. Plans and conducts parent meetings, including parent advisory committee and LPAC review meetings upon request.
- \_\_\_\_\_ 5. Mediates and facilitates effective resolution of conflicts in a timely fashion.
- \_\_\_\_\_ 6. Assesses the department/district climate and uses data analysis to develop improvement plans collaboratively with parents, teachers and administrators.
- \_\_\_\_\_ 7. Has a clear sense of the department/district's mission; actively involves all stakeholders in planning and decision-making in order to accomplish the mission.
- \_\_\_\_\_ 8. Initiates and supports programs and actions that facilitate a positive, caring climate for learning and an orderly, purposeful environment.

- \_\_\_\_\_ 9. Establishes a continuous focus on student growth and learning with established timelines for meeting performance objectives.

**COMMENTS:** \_\_\_\_\_

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### **School Improvement**

- \_\_\_\_\_ 10. Determines and builds a common vision with staff for school improvement; directs planning activities and implements programs collaboratively with staff to ensure attainment of department/district's mission.
- \_\_\_\_\_ 11. Identifies, analyzes, and applies research findings to facilitate improvement in the Bilingual and ESL programs.
- \_\_\_\_\_ 12. Develops, maintains, and utilizes appropriate information systems and records necessary for attainment of the bilingual department's mission.

**COMMENTS:** \_\_\_\_\_

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### **Program Management**

- \_\_\_\_\_ 13. Systematically and continuously monitors instructional and managerial processes to ensure that program activities are related to program outcomes; uses these findings for action and improvement, as well as for recognition of success.
- \_\_\_\_\_ 14. Through campus visitation and observation, assists principals in monitoring instruction to ensure effective implementation of state policy, including the English Language Proficiency Standards (ELPS) in support of relevant and rigorous instruction in bilingual and ESL programs.
- \_\_\_\_\_ 15. Implements procedures and coordinates the process to identify bilingual students at all grade levels district-wide, including review of student data and testing of students.
- \_\_\_\_\_ 16. Provides assistance to all bilingual and ESL staff in disaggregating and analyzing test data to improve instructional programs.
- \_\_\_\_\_ 17. Works with staff to plan, implement and evaluate the curriculum on a systematic basis; includes students and community representatives (when appropriate).
- \_\_\_\_\_ 18. Ensures that curriculum renewal is continuous and responsive to student needs.
- \_\_\_\_\_ 19. Provides instructional resources and materials to support teaching staff in accomplishing instructional goals.
- \_\_\_\_\_ 20. Coordinates procedures for student placement, monitoring of student achievement, and exiting the bilingual education program.
- \_\_\_\_\_ 21. Develops and conducts or arranges for staff development, to include appropriate instructional strategies, enriched learning in classroom settings, and methods for identifying bilingual students.
- \_\_\_\_\_ 22. Audits bilingual LPAC records for accuracy.
- \_\_\_\_\_ 23. Develops and conducts parent trainings to assist with the academic success of Bilingual/ESL students, to include, resources available to assist parents.

**COMMENTS:** \_\_\_\_\_

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**Personnel Management**

- \_\_\_\_ 24. Uses developmental supervision effectively and comprehensively with all staff by systematically observing instruction, recording observations, and regularly conducting formative and summative evaluation conferences.
- \_\_\_\_ 25. Demonstrates skill in appropriate use of the TTESS.
- \_\_\_\_ 26. Confers with subordinates regarding their professional growth; works jointly with them to develop and accomplish improvement goals.
- \_\_\_\_ 27. Identifies, provides, and/or encourages participation in available in-service training option to address the goals identified through the growth planning process.
- \_\_\_\_ 28. Clearly defines expectation for district staff performance regarding bilingual education instructional strategies, classroom management, and communication with the public.
- \_\_\_\_ 29. Encourages personal and professional growth and leadership among the staff; recognizes exemplary performance.
- \_\_\_\_ 30. Assists in recruitment and placement of bilingual education personnel and is effective in interviewing, selecting, and orienting new staff; makes sound recommendations relative to personnel placement, transfer, retention, and dismissal.
- \_\_\_\_ 31. Annually reviews bilingual staffing patterns and make recommendations, if needed to improve the bilingual program to the superintendent.
- \_\_\_\_ 32. Complies with district policies, as well as state and federal laws and regulations, in pursuing the mission of the department/district.

**COMMENTS:** \_\_\_\_\_

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**Budget and Inventory**

- \_\_\_\_ 33. Administers the bilingual budget and ensures that programs are cost effective and that bilingual funds are managed effectively.
- \_\_\_\_ 34. Compiles budget and cost estimates based on documented program needs.
- \_\_\_\_ 35. Participates in grant-writing activities to obtain program funding.
- \_\_\_\_ 36. Assists with the selection and purchase of supplemental equipment and supplies for the program.

**COMMENTS:** \_\_\_\_\_

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**Other**

- \_\_\_\_ 37. Performs other duties assigned by supervisor.
- \_\_\_\_ 38. Maintains confidentiality of information.

COMMENTS: \_\_\_\_\_

**Supervisory Responsibilities**

\_\_\_\_ 39. Supervises and evaluates the performance of staff in the bilingual department, including the Bilingual Coordinator, the district bilingual compliance facilitator, and the bilingual compliance clerks.

COMMENTS: \_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

\_\_\_\_ Renewal and/or Extension of Assignment

\_\_\_\_ Non-renewal of Assignment

\_\_\_\_ Termination of Assignment

\_\_\_\_ Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date