

**CLERK, SERS/SEMS
Summative Appraisal Form**

Name _____

School Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

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

JOB PERFORMANCE STATEMENTS

File Management

- ____1. Reviews current catalogs and periodicals to determine what materials to purchase as directed.
- ____2. Prepares purchase orders.
- ____3. Coordinates instruction materials/equipment for Special Education personnel.
- ____4. Maintains fixed asset report for the Special Education Office.
- ____5. Checks in and disburses all ordered Special Education materials and equipment.
- ____6. Maintains a catalog file on material/equipment for Special Education.
- ____7. Assists with special education student records.
- ____8. Assist with department participation in staff development activities.
- ____9. Assists with secretarial duties when needed.
- ____10. Assists in accessing student records when requested.
- ____11. Assists in maintaining files for all special education students enrolled in the district.

- ____12. Assists in maintaining log of requests for records, retrieving documents, copying, and mailing records including the assisting of assessment staff with faxing and copying documents as needed.
- ____13. Schedule Face-To-Face meetings for all three year old students transferring from the ECI program to the district special education program for the Director of Special Education.
- ____14. Assists with the purging of special education student records as scheduled.
- ____15. Assists with providing support to district/campus administrators and parents by documenting daily schedules of all educational diagnosticians.
- ____16. Coordinates with special education transportation trip coordinator on the transportation of special education students. Maintains required documentation for all special education students under the direction of the Director of Special Education.
- ____17. Assist in the promotion of positive community relations through effective use of email and phone communications with parents, teachers, administrators and other district personnel.

COMMENTS: _____

Other

- ____17 Performs other duties as assigned by supervisor to include cross training as necessary.
- ____18. Maintains confidentiality of information at all times.

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 (Signature)

Date

Employee's Signature

Date