

**DISTRICT BILINGUAL/ESL PARENTAL LIAISON
Summative Appraisal Form**

Name _____

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

General Duties

- ___1. Maintains good communications and telephone skills while performing routine office duties.
- ___2. Assists Bilingual/ESL Director with identifying and implementing effective strategies for motivating and involving parents
- ___3. Assists with promoting a climate conducive to open communication and productive partnerships between parents, schools and community.
- ___4. Assists with the planning of parental involvement meetings, trainings and workshops.
- ___5. Prepares materials and activities as needed for parental involvement meetings, trainings and workshops.
- ___6. Develops and implements district-wide workshops for parents which include, Gradebook and community-related trainings.

- ___7. Provides basic education in reading, writing, grammar, and practical vocabulary to assist with employment, daily living, and speaking English.
- ___8. Conducts and assists in parent meetings, trainings and workshops in English and Spanish.
- ___9. Assists with community volunteers to provide parent trainings as identified through parent surveys.
- ___10. Assists with compiling available community resources based on parent interests and/or needs.
- ___11. Informs the Bilingual/ESL Director of the status of all projects and directions or requests received internally or externally.
- ___12. Makes home visits as assigned and necessary and/or contacts parents through other means of communication.
- ___13. Creates lesson plans and utilize various Curriculum Resources, integrating Competencies, Goals, and objectives into lesson plans.
- ___14. Utilizes curriculum that reflects the diverse educational, cultural, and linguistic backgrounds of the students served.
- ___15. Utilizes various instructional methods, including tactile, visual, and auditory learning preferences.
- ___16. Promotes active classroom participation
- ___17. Provides students with lesson exams to determine their progress, and provide feedback.

COMMENTS: _____

Policy, Reports, and Law

- ___18. Maintains files on student/parent enrollment, progress, attendance and use of instructional programs.
- ___19. Compiles, maintains and files all physical and computerized reports, records, and other documents as required.

COMMENTS: _____

- ___20. 463Participates in staff development, faculty meetings, and special events as needed.
- ___21. Assist with staff development training for parental aides at the bilingual academies.
- ___22. Assists parental aides at the bilingual academies in developing parental trainings that target the Instructional needs of bilingual students.

- ___23. Prepares announcements for district-wide Bilingual/ESL trainings.
- ___24. Serves as a Bilingual/ESL student/parent advocate.
- ___25. As needed, assists in translating written notes/documents to enhance communication between district and community.
- ___26. Assists in collecting and compiling bilingual/ESL summer school registration forms.
- ___27. Understands the importance of state assessments and effectively communicates this importance to parents, and assists them in navigating through the TEA website parent portal and other relevant resources that support the achievement of their bilingual students.
- ___28. Educates parents of bilingual students in the importance of helping their children develop a vision for their future, and assists in making this attainable by helping parents understand the requirements for graduation.
- ___29. Communicates to parents, through meetings and trainings, the importance attendance plays in the academic advancement of their children.
- ___30. Performs other duties as assigned by the Bilingual/ESL Director.
- ___31. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

None

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