

**SPECIALIST, STUDENT SUPPORT
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. Assists with plans and implements a variety of activities and events for students and markets these activities to the school community.
- ____2. Assists with organizing of all tests, progress reports, report cards, and transcript revisions.
- ____3. Assists with ECHS recruitment, lottery, pre-registration, setting up student-parent conferences, parent meetings and summer bridge.
- ____4. Assists in the creation and delivery of a first-year experience program that supports students' transition from high school to college and provides a foundation for academic success.
- ____5. Assists with school-wide special events as assigned.
- ____6. Assists with school-wide summer programs and student orientation activities.
- ____7. Makes home visits as needed.
- ____8. Assists with preparation and production of new student orientation and high school commencement exercises.
- ____9. Assists with production of all print and electronic marketing materials such as brochures, posters, flyers, television, radio, Internet and social media ads that are produced in-house.

- ____ 10. Maintains accurate records of TSI results and reports to SWTJC in a timely manner.
- ____ 11. Reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- ____ 12. Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- ____ 13. Completes duties and responsibilities in compliance with high school and college standards, policies and guidelines.
- ____ 14. Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- ____ 15. Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- ____ 16. Exhibits punctuality and dependability in the workplace.
- ____ 17. Performs other duties assigned by supervisor.
- ____ 18. Maintains confidentiality of information

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's (Print Name)

_____ Date

_____ Administrator's (Signature)

_____ Date

_____ Employee's Signature

_____ Date