

**BILINGUAL/ESL STRATEGIST
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

Instructional and Program Management

- ____1. Demonstrates willingness to assume leadership positions.
- ____2. Demonstrates knowledge and models research-based instructional strategies that engage Bilingual/ESL students.
- ____3. Provides organized, individual and group learning opportunities for teachers as needed.
- ____4. Demonstrates knowledge and monitors the implementation of Proficiency Level Descriptors and ELL progress measures.
- ____5. Aligns Bilingual/ESL components, such as ELPS and other resources, into district curriculum documents.
- ____6. Provides additional support in the creation of resources in both English and Spanish.
- ____7. Analyzes student data to provide support in the implementation and monitoring of bilingual and ESL interventions and identify and monitor ELL progress measures for students
- ____8. Demonstrates a thorough knowledge of curriculum and core content areas to assist in the development of district curriculum documents.

- ____9. Mentors teachers to provide support in areas of need to improve instruction.
- ____10. Facilitates ongoing professional development (ex. QTEL, Shelter Instruction) for all instructional personnel.
- ____11. Manages time and schedule flexibility that maximizes teacher schedules and learning.
- ____12. Works collaboratively toward meeting identified district and campus improvement goals.
- ____13. Develops and maintains a confidential, collegial relationship with all personnel.
- ____14. Attend and facilitate LPAC training in order to provide campus guidance and support for instructional placement and monitoring of English language learners.
- ____15. Work cooperatively with Bilingual/ESL Coordinator to provide information and guidance for campus and district compliance to include entry and exit level assessments.
- ____16. Work cooperatively with central office staff, principals, appropriate campus personnel in the development and implementation of appropriate instructional services.

COMMENTS: _____

Policy, Reports, and Law

- ____17. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiatives.
- ____18. Ensure compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels
- ____19. Assist with compilation and maintenance of reports, records, and other documents required in meeting state and other regulatory guidelines.

COMMENTS: _____

Communication

- ____20. Provide for two-way communication with principals, teachers, staff, parents and community.
- ____21. Demonstrate skill in conflict resolution with all stakeholders.

COMMENTS: _____

Professional Growth and Development

- ____22. Perform duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
- ____23. Exemplify loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.

____24. Maintain an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

COMMENTS: _____

Other

____25. Perform other duties assigned by supervisor.

____26. Maintain confidentiality of information

COMMENTS: _____

Supervisory and Instructional Responsibilities

____27. Assist Bilingual/ESL teachers and instructional aides with various models, classroom management, lesson plan development, etc. as needed

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:

