

**AIDE, TITLE I PARENTAL (DISTRICT)
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 routing office duties.
- ___ 2. Assists Parent/Community Coordinator 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, training and workshops.
- ___ 6. Develops and implements district-wide adult literacy workshops.
- ___ 7. Works cooperatively with Federal Programs Director and Parent/Community Coordinator in identifying instructional software.
- ___ 8. Assists parents with the use of computers, printers, instructional software and scanners.
- ___ 9. Provides basic computer instructions.

- ___ 10. Conducts and/or monitors evening classes as needed.
- ___ 11. Conducts parent meetings, trainings and workshops in English and Spanish.
- ___ 12. Detects and arranges for maintenance and repair of computer equipment's.
- ___ 13. Performs computer backups on a regular basis.
- ___ 14. Maintains federal programs' computer lab in a neat, orderly manner to include bulletin boards, parent notices and displays.
- ___ 15. Arranges for community volunteers to provide parent training as identified through parent surveys.
- ___ 16. Assists with compiling available community resources based on parent interests an/or needs
- ___ 17. Assists Parent/Community Coordinator in the use of electronic media, newspaper, radio, flyers and other means of communication to disseminate information to parents district-wide regarding scheduled workshops and trainings.
- ___ 18. Assists federal programs staff with providing services to homeless, foster care, unaccompanied youth and other families in need.
- ___ 19. Informs the Parent/Community Coordinator and Federal Programs Director of the status of all projects and directions or request received internally or externally
- ___ 20. Makes home visits as assigned

COMMENTS: _____

Policy, Reports, and Law

- ___ 21. Maintains files on student/parent enrollment, progress, attendance and use of instructional programs
- ___ 22. Compiles, maintains and files all physical and computerized reports, records, and other documents as required.

COMMENTS: _____

Other

- ___ 23. Participates in staff developments, faculty meetings, and special events as needed.
- ___ 24. Assists with monthly staff development training for district parental aides.
- ___ 25. Performs other duties, within the parental component, as assigned by supervisor.
- ___ 26. 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 (Print Name)

Date

Administrator's Signature

Date

Employee's Signature

Date