

**COORDINATOR, LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY/APPRAISAL
Summative Appraisal Form**

Name _____

School Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator'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

School Climate

- ____1. Selects and administers assessments and observations to evaluate the intellectual, emotional and behavioral functioning of referred students and to determine student eligibility for special education services according to district, state and federal regulations.
- ____2. Scores and interprets test data according to best practices in the field of school psychology.
- ____3. Develops psychological evaluation reports, and provides or facilitate the completion of functional behavioral assessments and behavior intervention plans.
- ____4. Participates as a member of the Admission, Review and Dismissal/Individual Educational Plan Committee for special education placement of and programming for emotionally disabled students.
- ____5. Offers short term individual counseling to students, parents and staff members relating to educational needs
- ____6. Provides consultation and/or in-service to principals and teachers upon request.
- ____7. Assists in developing, maintaining and revising evaluation procedures.

- ____8. Assists in securing consultants, specialists and other community resources for principals, diagnostic staff and instructional staff to increase their knowledge in the area of evaluation.
- ____9. Uses informal and formal feedback from others to insure that special education assessment staff supports a positive climate on assigned campuses.
- ____10. Insures that federal and state laws and regulations concerning the evaluation of students with disabilities are observed.

COMMENTS: _____

Other

- ____11. Performs other duties assigned by supervisor.
- ____12. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____13. Evaluation personnel

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