

**ARD CLERK
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 statement 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 | |

MAJOR RESPONSIBILITIES AND DUTIES

File Management

- ___1. Adhere to federal, state and local policies and procedures related to special education.
- ___2. Maintain knowledge and effectively use data systems specific to special education
- ___3. Collaboratively develop and maintain ARD schedules with Educational Diagnosticians.
- ___4. Notify and disseminate ARD notices to parents providing them with 5 school day written notice and all other ARD attendees.
- ___5. Provide reminders to parents on or before the ARD meeting to confirm parent attendance. Maintain a log of communication of parents and staff.
- ___6. Gather information from all ARD Committee meetings and proof read for completion of all forms.
- ___7. Disseminate schedule of service pages, copies of Individual Educational Plans (IEPs) and Behavior Intervention Plans (BIPs) from the ARD meeting to appropriate staff and secure documentation of their receipt of information.
- ___8. Assist campus staff or educational diagnosticians in obtaining information from campus files.
- ___9. Maintain current rosters and reports as may be requested in order to assist in program management.
- ___10. Provide PEIMS update to appropriate PEIMS data entry secretary.

Communication

- ___11. Maintain effective communication with parents, related service personnel and campus staff.
- ___12. Maintain professional relationships with Educational Diagnosticians and other staff members.
- ___13. Attend district meetings and professional development sessions to keep abreast of changes in current special education, local, state and federal reporting requirements

Other

- ___14. Maintain confidentiality at all times
- ___15. Demonstrate dependability and punctuality by exercising regular attendance and promptness
- ___16. Maintain professional ethics and exercises self-control over actions and words with students, parents and staff members
- ___17. Perform all duties as assigned by Educational Diagnostician Coordinator and Special Education Director.

Supervisory Responsibilities

None

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
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Administrator (Signature)	Date
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Employee's Signature	Date
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