

**SPECIAL EDUCATION AIDE (RESOURCE/INCLUSION)  
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 Support**

- \_\_\_\_\_ 1. Assists teachers in providing instruction to students individually or in small groups in academic subject areas.
- \_\_\_\_\_ 2. Reinforces learning concepts, accommodations, and modifications as directed by the teacher.
- \_\_\_\_\_ 3. Supports implementation of IEP goals and objectives within the classroom setting.
- \_\_\_\_\_ 4. Assists in preparing, adapting, and organizing instructional materials and classroom activities.
- \_\_\_\_\_ 5. Promotes student engagement, independence, and appropriate participation in learning activities.
- \_\_\_\_\_ 6. Monitors student progress and provide the teacher with feedback on academic performance and needs.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Behavioral Support**

- \_\_\_\_\_ 7. Supports positive student behavior by reinforcing expectations and implementing classroom behavior strategies as directed
- \_\_\_\_\_ 8. Assists with behavior monitoring and documentation, including data collection when required.

- \_\_\_\_ 9. Uses de-escalation strategies and follows established procedures to address minor behavioral concerns.
- \_\_\_\_ 10. Maintains a safe and orderly learning environment

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Student Support & Supervision**

- \_\_\_\_ 11. Assists students during transitions within the classroom and throughout the campus as needed.
- \_\_\_\_ 12. Supervises students during instructional and non-instructional times, including arrival, dismissal, lunch, and recess as assigned.
- \_\_\_\_ 13. Provides support during testing situations, including maintaining testing accommodations as directed.
- \_\_\_\_ 14. Accompanies students on field trips or school activities as assigned.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Clerical & Classroom Support**

- \_\_\_\_ 15. Assists with maintaining accurate student records, including academic and behavioral documentation.
- \_\_\_\_ 16. Performs clerical duties, including copying, filing, typing, and organizing materials.
- \_\_\_\_ 17. Helps maintain a clean, organized, and structured classroom environment.
- \_\_\_\_ 18. Provides assistance and guidance to substitute teachers as needed.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Communication & Collaboration**

- \_\_\_\_ 19. Communicates effectively with teachers and staff regarding student progress, needs, and concerns.
- \_\_\_\_ 20. Collaborates with instructional staff to support student success in inclusive settings.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Professional Responsibilities**

- \_\_\_\_ 21. Maintains confidentiality of student information in accordance with district policies and legal requirements.
- \_\_\_\_ 22. Participates in staff development, in-service trainings, and faculty meetings as assigned.

\_\_\_\_ 23. Follows all district policies, procedures, and safety guidelines.

\_\_\_\_ 24. Performs other duties as assigned by the teacher, campus administration, or supervisor.

**COMMENTS:**

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What strengths does \_\_\_\_\_ possess?

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What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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Summative Conference Comments:

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**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