ARD CLERK Summative Appraisal Form

Name		Location				
Appraisa	ıl Period: Fromt	o Date of Review				
		Directions				
informat the scale	ion, the evaluator estimates to below that most closely	the employee who achieves success. Based on cumulative performance the employee's effectiveness in meting each criterion. Rate each criterion using describes the employee's attainment of that criterion. For each domain, a l 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				
3	Meets Expectations:	Performance meets expectations and presents no significant problems.				
2	Below Expectations:	Performance is consistently below expectations and significant problems				
1	Unsatisfactory:	exist. Performance is consistently unacceptable.				
0	Not Applicable					
	MA	AJOR RESPONSIBILITIES AND DUTIES				
File Maı	nagement					
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 proving 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.					

Commun	ication						
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 curre special education, local, state and federal reporting requirements						
Other							
14.	Maintain confidentialit	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 Campus Principal.						
Superviso	ory Responsibilities						
None							
Recommo	endation of Evaluator:	I have read and received Instrument.	a copy of this evalua	ation. I have reviewed this			
Non- Term	ewal and/or Extension of A-renewal of Assignment innation of Assignment extension of Assignment	Assignment					
Administr	rator (Print Name)		Date	_			
Administr	rator (Signature)		Date	_			
Employee	e's Signature		Date				