

**EARLY CHILDHOOD INTERVENTIONIST
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 and Program Management

- _____ 1. Demonstrates willingness to assume leadership positions.
- _____ 2. Demonstrates knowledge of research-based instructional strategies that engage all students.
- _____ 3. Provides organized, individual and group learning opportunities for teachers as needed.
- _____ 4. Demonstrates knowledge using a variety of assessment tools.
- _____ 5. Demonstrates a thorough knowledge of curriculum and subject matter.
- _____ 6. Provides support in analyzing student assessment data.
- _____ 7. Assists teachers with designing instructional decisions based on assessment data.
- _____ 8. Assists teachers with specific classroom activities when requested.
- _____ 9. Provides support for classroom motivation and management strategies.
- _____ 10. Assists teachers in creating materials that are in alignment with curriculum.
- _____ 11. Monitors intervention programs by observing and meeting with teachers.

- ____12. Provides teachers Internet links related to instruction and curriculum.
- ____13. Instructs and supports teachers with curriculum and data analysis software products.
- ____14. Provides assistance in researching instructional and/or curriculum issues.
- ____15. Models lessons when appropriate.
- ____16. Provides encouragement and emotional support to teachers.
- ____17. Encourages ongoing professional growth for all teachers.
- ____18. Manages time and schedule flexibility that maximizes teacher schedules and learning.
- ____19. Works positively toward meeting identified district and campus improvement goals.
- ____20. Assists with development/revisions of district curriculum, instruction and assessments.
- ____21. Aligns Kinder and Pre-K Curriculum.
- ____22. Develops and maintains a confidential, collegial relationship with teachers.
- ____23. Possesses an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
- ____24. Attends workshops/conferences to learn about new innovative instructional strategies for supporting English language learners.
- ____25. Analyzes student achievement data to identify campus and district needs. These areas of need guide decisions on staff development to improve the teaching and learning process.
- ____26. Works cooperatively with central office staff, principals, appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.

COMMENTS: _____

Policy, Reports, and Law

- ____27. Implements the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and state initiatives.
- ____28. Ensures compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.
- ____29. Compiles, maintains, and presents all reports, records and other documents required to meet state guidelines.

COMMENTS: _____

Budget

____30. Reports to the Principal on the status of the instructional programs and budgetary needs in order to implement program goals.

COMMENTS: _____

Communication

____31. Provides for two-way communication with principals, teachers, staff, parents and community.

____32. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff, parents and community.

____33. Monitors professional research and disseminates ideas and information to other professionals.

COMMENTS: _____

Professional Growth and Development

____34. Attends School Board of Trustee meetings as needed.

____35. Attends professional staff development as needed at the state and region area to keep abreast of current practices.

____36. Performs duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.

____37. Exemplifies loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.

____38. Maintains an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

COMMENTS: _____

Other

____39. Performs other duties assigned by supervisor.

____40. Maintains confidentiality of information.

COMMENTS: _____

Supervisory and Instructional Responsibilities

_____ 41. Assists classroom teachers with various instructional models, classroom management, lesson plan development, etc. as needed.

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