

**CLERK, ASSISTIVE TECHNOLOGY CASE MANAGEMENT  
Summative Appraisal Form**

Name \_\_\_\_\_

School 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**

**General Duties**

- \_\_\_\_1. Receives and reviews all AT referrals and checks that the referral is complete
- \_\_\_\_2. Documents receipt of referral and prepares referral materials to share with AT Leader and Team.
- \_\_\_\_3. Maintains catalog of AT equipment.
- \_\_\_\_4. Prepares purchase intent forms for the purchase of AT equipment.
- \_\_\_\_5. Tracks ordered materials and equipment.
- \_\_\_\_6. Communicates with companies.
- \_\_\_\_7. Maintains and reports AT PEIMS status to PEIMS Secretary.
- \_\_\_\_8. Supports the preparation of picture communication materials by providing training to special education and general education staff.
- \_\_\_\_9. Provides parental training in the preparation and use of picture communication materials.
- \_\_\_\_10. Researches/Acquires/Learns the use of AT materials and devices.
- \_\_\_\_11. Documents check out and transfer of all AT materials and equipment.

- \_\_\_\_12. Maintains a master list of all district AT materials and devices.
- \_\_\_\_13. Communicates with AT Team Leader and Team regarding AT referral and equipment.
- \_\_\_\_14. Assists AT Team members with AT training for staff and parents.
- \_\_\_\_15. Assists campus staff members and parents with the development and implementation of PECs and structured schedules for students.
- \_\_\_\_16. Maintains all AT forms to disseminate to special education staff.
- \_\_\_\_17. Performs other duties as assigned which would facilitate the implementation of assistive technology in the special education department.

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

**Other**

- \_\_\_\_18. Maintains confidentiality.
- \_\_\_\_19. Performs other duties as assigned by supervisor.

**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