

**BILINGUAL/ESL INTERVENTIONIST
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator'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. Performs all the duties of an academic interventionist and will assist students in the development of advanced learning skills and a variety of progressively complex tasks in core content areas.
- _____ 2. Implements lesson plans developed by the teacher that fulfill the requirements of district's curriculum and the state language acquisition standards (ELPS)
- _____ 3. Provides organized, individual and group learning and language opportunities for emergent bilingual students making academic vocabulary connections to content.
- _____ 4. Plans and uses appropriate instructional learning and language strategies, activities, materials, and equipment, and technology that reflect understanding of the learning and linguistic styles and needs of emergent bilingual students assigned.
- _____ 5. Works with individual students or small groups to conduct instructional exercises assigned by the teacher.
- _____ 6. Works cooperatively with the campus administrator and bilingual department to modify curricula as needed for emergent bilingual students according to guidelines established in LPAC folders and data collection.
- _____ 7. Assists with the administration and scoring of objective testing instruments or work assignments.
- _____ 8. Assists in supervising students throughout the school day, both inside and outside the classroom.
- _____ 9. Keeps the teacher informed of any special needs or problems of individual students.

- ____ 10. Responsible for assisting in the developing, planning and implementing a variety of student instructional activities
- ____ 11. Monitors students' performance and records relevant data to assess progress and to drive instruction.
- ____ 12. Coordinates and assists teachers and other staff to prepare instructional activities that aid in mastering specific skills, subject matter content, and state-mandated tests
- ____ 13. Presents subject matter to students under the direction and guidance of teacher or program manager, using direct instruction and student centered activities.
- ____ 14. Enforces administration policies and rules governing students
- ____ 15. Responsible for maintaining documentation in student folders on performance objectives
- ____ 16. Attends and participates in staff meetings and required training sessions
- ____ 17. Follows daily time schedule as assigned by Principal.

COMMENTS: _____

Records

- ____ 18. Keeps records of activities
- ____ 19. Assists in the running and preparing of reports and selection of instructional materials
- ____ 20. Assists in monitoring attendance, supervision and making follow-up calls
- ____ 21. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities

COMMENTS: _____

Communication

- ____ 22. Maintains a positive and effective relationship with all program staff.
- ____ 23. Effectively communicates with colleagues.

COMMENTS: _____

Other

- ____ 24. Performs other duties assigned by supervisor
- ____ 25. Maintains confidentiality of information

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