

CLERK, PARENTAL LIAISON DISTRICT
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

- _____ 1. Maintains good communication and telephone skills while performing routine office duties.
- _____ 2. Assists Parent/Community Coordinator with identifying and implementing effective strategies for motivating and involving parents.
- _____ 3. Assists with promoting a climate conducive to open communication and productive partnerships between parents, schools, and community.
- _____ 4. Assists with the planning of parental involvement meetings, trainings and workshops.
- _____ 5. Prepares materials and activities as needed for parental involvement meetings, trainings and workshops.
- _____ 6. Develops and implements district-wide adult literacy workshops.

- _____ 7. Assists parents with the use of computers, printers, instructional software and scanners.
- _____ 8. Conducts and/or monitors evening classes as needed.
- _____ 9. Conducts parent meetings, trainings and workshops in English and Spanish.
- _____ 10. Maintains federal programs' area in a neat, orderly manner to include bulletin boards, parent notices and displays.
- _____ 11. Arranges for community volunteers to provide parent trainings as identified through parent surveys.
- _____ 12. Assists with compiling available community resources based on parent interests and/or needs.
- _____ 13. Assists Federal and State Programs Coordinator in the use of electronic media, newspaper, radio, flyers and other means of communication to disseminate information to parents district-wide regarding scheduled workshops and trainings.
- _____ 14. Assists federal programs staff with providing services to homeless, foster care, unaccompanied youth and other families in need.
- _____ 15. Informs the Parent/Community Coordinator and Federal and State Programs Coordinator of the status of all projects and directions or requests received internally or externally
- _____ 16. Makes home visits as assigned.
- _____ 17. Prepares written correspondence forms, schedules, meeting agendas, and/or reports as needed for the Federal and State Programs.
- _____ 18. Compiles, maintains, and files all physical and computerized reports, records, correspondence, and documents required when preparing various federal, state, and local reports.
- _____ 19. Maintains district calendar of events for the Federal and State Programs.
- _____ 20. Assists with summer school purchases as they pertain to Title I funds.

COMMENTS: _____

Policy, Reports, and Law

- _____ 21. Maintain files on student/parent enrollment, progress, attendance and use of instructional programs.
- _____ 22. Compile, maintain and file all physical and computerized reports, records, and other documents as required.
- _____ 23. Registration verification of parents attending Title I Adult Basic Ed classes.

COMMENTS: _____

Other

- _____ 24. Participate in staff development, faculty meetings, and special events as needed.
- _____ 25. Assist with monthly staff development training for district parental aides.
- _____ 26. Perform other duties as assigned by supervisor.
- _____ 27. Maintain confidentiality of information.
- _____ 28. Receive and greet visitors, answer incoming calls, take messages, and route inquiries from parents, school personnel, outside agencies, and the public to appropriate staff.

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