

CLER, DISCIPLINE
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

Discipline Support Duties

- _____ 1. Maintained and updated accurate student discipline records in the school's student information system.
- _____ 2. Maintained logs of students reporting to the office and ensured proper documentation is provided by referring staff.
- _____ 3. Processed referrals and disciplinary documentation, and tracked interventions (detentions, suspensions, and in-school suspensions (ISS).
- _____ 4. Coordinated with administrators to communicate discipline actions with teachers, and parents of disciplinary actions and outcomes.
- _____ 5. Maintained a thorough understanding of the Student Handbook to support communication by addressing routine inquiries and clarifying general policies to students, staff and parents.
- _____ 6. Tracked students assigned to ISS and maintained attendance and behavior logs.
- _____ 7. Ensured proper contact with parents is maintained.
- _____ 8. Scheduled and supported parent conferences, disciplinary hearings and meetings as needed.
- _____ 9. Prepared reports and summaries of disciplinary incidents for administrative review.
- _____ 10. Prepared all documentation for level hearings, including letters to parents and appeal packets
- _____ 11. Prepared and provided all documentation to the student services department.
- _____ 12. Collaborated with school parental liaison to provide parents with documentation/info in a timely manner.

- ____ 13. Collaborated with school resource officers or local law enforcement when necessary.
- ____ 14. Communicated and coordinated reconciling attendance with the attendance secretary on a daily basis.
- ____ 15. Adhered to district protocols deadlines for discipline/attendance documentation.

COMMENTS: _____

General Duties

- ____ 16. Provided backup support to the front office, including answering phones and greeting visitors
- ____ 17. Upheld confidentiality and professional ethics regarding student information
- ____ 18. Supported a safe and respectful school environment through timely communication and accurate records

COMMENTS: _____

Supervisory Responsibilities

- ____ 19. Supervised and directed assigned office student workers.
- ____ 20. Oversaw and monitored students in disciplinary settings such as:
 - a. In-School Suspension
 - b. Detention
 - c. Other disciplinary settings designated by administration

COMMENTS: _____

Other

- ____ 21. Performed other duties assigned by the principal or campus administrators.
- ____ 22. Maintained strict confidentiality of all student and school-related 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