

**AIDE, PARENTAL LIAISON  
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**

- |          |                              |  |
|----------|------------------------------|--|
| <b>5</b> | <b>Clearly Outstanding:</b>  | Performance is consistently far superior to what is normally expected.                 |
| <b>4</b> | <b>Exceeds Expectations:</b> | Performance demonstrates increased proficiency and is consistently above expectations. |
| <b>3</b> | <b>Meets Expectations:</b>   | Performance meets expectations and presents no significant problems.                   |
| <b>2</b> | <b>Below Expectations:</b>   | Performance is consistently below expectations and significant problems exist.         |
| <b>1</b> | <b>Unsatisfactory:</b>       | Performance is consistently unacceptable.  |
| <b>0</b> | <b>Not Applicable</b>        |  |

**JOB PERFORMANCE STANDARDS**

- \_\_\_\_\_ 1. Maintains good communications and telephone skills while performing routine office duties.
- \_\_\_\_\_ 2. Assists Federal and State Programs staff with identifying and implementing effective strategies for motivating and involving parents, to include making arrangements for guest speakers for all scheduled parental training sessions.
- \_\_\_\_\_ 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 monthly parental involvement meetings, trainings and workshops to inform parents of school events and resources.
- \_\_\_\_\_ 6. Develops, implements, and informs parents of district-wide adult literacy workshops.
- \_\_\_\_\_ 7. Works cooperatively with Federal and State Programs Staff in assisting with Migrant families and participates in electing the Parent Advisory Council (PAC).
- \_\_\_\_\_ 8. Assists parents with the use of computers, printers, instructional software and scanners, provides basic computer instruction as needed.
- \_\_\_\_\_ 9. Provides assistance and coordination for school volunteer programs.

- \_\_\_\_ 10. Conducts parent meetings, trainings and workshops in English and Spanish, as well as other activities that assist parents in improving their parenting skills.
- \_\_\_\_ 11. Keeps parents informed of student's lack of attendance, academics and discipline.
- \_\_\_\_ 12. Assists with campus staff to plan, manage and conduct activities as well as disseminate necessary information for parents of all students, to include Title I and Migrant students.
- \_\_\_\_ 13. Arranges for community volunteers to provide parent trainings as identified through parent surveys.
- \_\_\_\_ 14. Assists with compiling available community resources based on parent interests and/or needs.
- \_\_\_\_ 15. Assists Federal and State Programs Staff in the use of electronic media, newspaper, radio, flyers and other means of communication to disseminate information to parents district-wide regarding scheduled workshops, trainings, and information.
- \_\_\_\_ 16. Assists Federal and State programs staff with providing services to homeless, foster care, unaccompanied youth and other families in need, including shopping for clothing and other allowable items.
- \_\_\_\_ 17. Informs the Federal and State Programs Staff of the status of all projects and directions or requests received internally or externally
- \_\_\_\_ 18. Conducts personal contacts and home visits to engage families and connect them with school resources.
- \_\_\_\_ 19. Attends student referral meeting and keeps appropriate documentation.
- \_\_\_\_ 20. Works with other Health and Nurse to fulfill campus requirements.
- \_\_\_\_ 21. Maintains documentation and records to demonstrate compliance with parent and family engagement requirements.

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

**Compliance and Reporting**

- \_\_\_\_ 22. Compiles and maintains records of parent engagement activities, volunteers, and in-kind contributions.
- \_\_\_\_ 23. Provides monthly reports on parent/family engagement efforts to the Federal and State Programs Staff.

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

**Professionalism**

- \_\_\_\_ 24. Maintains confidentiality of student and family information.
- \_\_\_\_ 25. Participates in ongoing professional development to strengthen skills in family engagement.
- \_\_\_\_ 26. Performs other duties as assigned, provided they are related to parent and family engagement.

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

**Supervisory Responsibilities**

\_\_\_\_ 27. Provides monthly reports to director on in kind, volunteers, parent/family needs, as needed.

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

What strengths does \_\_\_\_\_ possess?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for this 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