

**BILINGUAL/ESL STRATEGIST (220)  
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**

**Instructional and Program Management**

- \_\_\_\_ 1. Demonstrates willingness to assume leadership positions.
- \_\_\_\_ 2. Demonstrates knowledge and models research-based instructional strategies that engage Bilingual/ESL students.
- \_\_\_\_ 3. Provides organized, individual and group learning opportunities for teachers as needed.
- \_\_\_\_ 4. Demonstrates knowledge and monitors the implementation of Proficiency Level Descriptors and ELL progress measures.
- \_\_\_\_ 5. Aligns Bilingual/ESL components, such as ELPS and other resources, into district curriculum documents.
- \_\_\_\_ 6. Provides additional support in the creation of resources in both English and Spanish.
- \_\_\_\_ 7. Analyzes student data to provide support in the implementation and monitoring of bilingual and ESL interventions and identify and monitor ELL progress measures for students.
- \_\_\_\_ 8. Demonstrates a thorough knowledge of curriculum and core content areas to assist in the development of district curriculum documents.

- \_\_\_\_9. Mentors teachers to provide support in areas of need to improve instruction.
- \_\_\_\_10. Facilitates ongoing professional development for all instructional personnel.
- \_\_\_\_11. Manages time and schedule flexibility that maximizes teacher schedules and learning.
- \_\_\_\_12. Works collaboratively toward meeting identified district and campus improvement goals.
- \_\_\_\_13. Develops and maintains a confidential, collegial relationship with all personnel.
- \_\_\_\_14. Attends and facilitates LPAC training in order to provide campus guidance and support for instructional placement and monitoring of English language learners.
- \_\_\_\_15. Works cooperatively with Bilingual/ESL Coordinator to provide information and guidance for campus and district compliance to include entry and exit level assessments.
- \_\_\_\_16. Works cooperatively with central office staff, principals, appropriate campus personnel in the development and implementation of appropriate instructional services.
- \_\_\_\_17. Monitors summer Bilingual/ESL instructional programs.
- \_\_\_\_18. Summer testing and placement through LPAC of new students to the district.

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

**Policy, Reports, and Law**

- \_\_\_\_19. Implements the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiatives.
- \_\_\_\_20. Ensures compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.
- \_\_\_\_21. Assists with compilation and maintenance of reports, records, and other documents required in meeting state and other regulatory guidelines.
- \_\_\_\_22. Conducts Bilingual/ESL folder audits.

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

**Communication**

- \_\_\_\_23. Provides for two-way communication with principals, teachers, staff, parents and community.
- \_\_\_\_24. Demonstrates skill in conflict resolution with all stakeholders.

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

**Professional Growth and Development**

- \_\_\_\_25. Performs duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
- \_\_\_\_26. Exemplifies loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.
- \_\_\_\_27. Maintains an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

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

**Other**

- \_\_\_\_28. Performs other duties assigned by supervisor.
- \_\_\_\_29. Maintains confidentiality of information.

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

**Supervisory and Instructional Responsibilities**

- \_\_\_\_30. Assists Bilingual/ESL teachers and instructional aides with various models, classroom management, lesson plan development, etc. as needed.

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

What strengths do \_\_\_\_\_ possess?  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?  
\_\_\_\_\_  
\_\_\_\_\_

Summative Conference Comments:

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**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