

**ARD FACILITATOR
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

General Duties

- _____ 1. Schedules, or assists in scheduling, Admission, Review and Dismissal (ARD) meetings and notifies parents of the ARD meeting, including distributing of ARD calendar to appropriate ARD Committee members in a timely fashion; ensures that Individual Transition Plan elements are completed in the applicable cases; notifies all appropriate school personnel of ARD meeting/ARD schedule changes.
- _____ 2. Ensures that federal/state timelines are met with respect to functions of ARD Committee meetings; requests for additional assessments and required timelines set by ARD Committee.
- _____ 3. Monitors ARD paperwork completed by campus personnel; completes and submits completed ARD paperwork within 72 hours of the meeting.
- _____ 4. Completes required documentation and reports required by the special education department by due dates (e.g. transportation forms, extended service year (ESY) forms, October snapshot, etc.).
- _____ 5. Maintains current state assessment rosters and submits referral sheet (additional testing, re-evaluation, etc.) including those for related services. Maintains communication between assessment personnel and related service providers.
- _____ 6. Maintains systematic communication between special and general education personnel with respect to ARD meetings and decisions, IEPs, student accommodations, and instructional concerns and progress.
- _____ 7. Completes appropriate ARD supplements and collects appropriate data (i.e., ESY regression, individual educational plan (IEP), behavior improvement plan (BIP, etc.).
- _____ 8. Follows end of year procedures and submits appropriate summer program student recommendations.
- _____ 9. Assists campus administrators in maintaining compliance with all federal, state and local policy as it applies to students with disabilities.

