

**AIDE, INSTRUCTIONAL (READING FACILITATOR)
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 Support

- ____ 1. Assists in upholding and enforcing school rules, and administrative regulations, and state and local board policy.
- ____ 2. Assists teacher in preparing instructional materials and classroom displays.
- ____ 3. Works with individual student or small groups to conduct instructional exercises assigned by the teacher.
- ____ 4. Assists with administration and scoring of objective testing instruments or work assignments.
- ____ 5. Keeps the teacher informed of any special needs or problems of individual students.
- ____ 6. Assists in supervising students throughout the school day, both inside and outside the classroom.
- ____ 7. Assists in maintaining a neat and orderly classroom.
- ____ 8. Assists the teacher in keeping administrative records and preparing required reports.
- ____ 9. Participates in in-service training programs, faculty meetings, and special events, as needed.
- ____ 10. Provides assistance to substitute teachers.

COMMENTS: _____

Student Management

- ____ 11. Conducts instructional exercises assigned by the teacher; works with individual students or small groups.
- ____ 12. Helps supervise students throughout school day, inside and outside classroom. This include lunchroom, bus, and playground duty.
- ____ 13. Keeps teacher informed of special needs or problems of individual students.

COMMENTS: _____

Other

- ____ 14. Participates in staff development training programs to improve job performance.
- ____ 15. Participates in faculty meeting and special events as assigned.
- ____ 16. Performs other duties assigned by supervisor.
- ____ 17. Maintains confidentiality of 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