

**AIDE, PARENTAL LIAISON  
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**

- |          |                              |  |
|----------|------------------------------|--|
| <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 STATEMENTS**

- \_\_\_\_\_ 1. Maintains good communications and telephone skills while performing routine office duties.
- \_\_\_\_\_ 2. Assists Parent/Community Coordinator 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.
- \_\_\_\_\_ 6. Develop, implement, and inform parents of district-wide adult literacy workshops.
- \_\_\_\_\_ 7. Works cooperatively with Federal and State Programs Director and Parent/Community Coordinator in assisting with Migrant families and participate in electing the Parent Advisory Council (PAC).

- \_\_\_\_\_ 8. Assists parents with the use of computers, printers, instructional software and scanners, provide basic computer instruction as needed.
- \_\_\_\_\_ 9. Provides assistance and coordination for school volunteer programs.
- \_\_\_\_\_ 10. Conducts and/or monitor evening classes as needed.
- \_\_\_\_\_ 11. Conducts parent meetings, trainings and workshops in English and Spanish, as well as other activities that assist parents in improving their parenting skills.
- \_\_\_\_\_ 12. Keep parents informed of student's lack of attendance, academics and discipline.
- \_\_\_\_\_ 13. Participate with Inter-Agency group, which provides services to parents and/or students.
- \_\_\_\_\_ 14. Assist 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.
- \_\_\_\_\_ 15. Arranges for community volunteers to provide parent trainings as identified through parent surveys.
- \_\_\_\_\_ 16. Assists with compiling available community resources based on parent interests and/or needs.
- \_\_\_\_\_ 17. Assists Parent/Community Coordinator 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.
- \_\_\_\_\_ 18. 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.
- \_\_\_\_\_ 19. Informs the Parent/Community Coordinator and Federal and State Programs Director of the status of all projects and directions or requests received internally or externally
- \_\_\_\_\_ 20. Makes home visits as assigned, keep documentation and follow up as needed.
- \_\_\_\_\_ 21. Contacts parent regarding family profiles.  
Assists families in the following manner:
  - a. Registers student and sets up binder with student information.
  - b. Explains the services of the Head Start/Early Childhood Programs.
  - c. Assists in the identification of home problems that may have a bearing on the individual student's accomplishments at school.
  - d. Provides effective two-way communication on program services, activities, policies and resources.
- \_\_\_\_\_ 22. Attends student referral meeting and keeps appropriate documentation.
- \_\_\_\_\_ 23. Works with other Health and Nurse to fulfill campus requirements.
- \_\_\_\_\_ 24. Keeps a record of In kind on parent volunteers/special events, and maintains a binder.

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

**Policy, Reports, and Law**

- \_\_\_\_ 25. Maintains files on student/parent enrollment, progress, attendance and use of instructional programs.
- \_\_\_\_ 26. Compiles, maintains and files all physical and computerized reports, records, and other documents as required. Submit all documentation as needed.

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

**Other**

- \_\_\_\_ 27. Participates in staff development, faculty meetings, and special events as needed, in including campus events.
- \_\_\_\_ 28. Assists with monthly staff development training for district parental aides.
- \_\_\_\_ 29. Performs other duties, within the parental component, as assigned by supervisor.
- \_\_\_\_ 30. Maintains confidentiality of information.
- \_\_\_\_ 31. Complies with Campus standards, district policy and procedures.

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

- \_\_\_\_ 32. 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 students on this campus/department?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

