

**AIDE, COMPUTER LAB  
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**

**Instructional Support**

- \_\_\_\_ 1. Assists teachers and students in use of computers, printers, and instructional software.
- \_\_\_\_ 2. Works with at risk students as needed.
- \_\_\_\_ 3. Monitors students doing computer-assigned lessons and assists students with instruction when needed.
- \_\_\_\_ 4. Works cooperatively with teachers to identify student placement in instructional software.
- \_\_\_\_ 5. Inputs data and maintains physical and computerized files on student progress and use of instructional programs.
- \_\_\_\_ 6. Maintains computer lab in a neat and orderly manner including bulletin boards and displays.
- \_\_\_\_ 7. Prints required reports.

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

\_\_\_\_\_

**Technical Support**

- \_\_\_\_ 8 Performs computer backups on a regular basis, as needed.
- \_\_\_\_ 9 Installs a variety of computer programs following complex written instructions, as needed.
- \_\_\_\_ 10. Detects and arranges for maintenance and repair of computer equipment.

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

**Student Management**

- \_\_\_\_ 11. Manages student behavior in the computer lab.
- \_\_\_\_ 12. Helps supervise students during arrival and dismissal from school.

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

**Other**

- \_\_\_\_ 13. Assists with office and workroom clerical duties as needed.
- \_\_\_\_ 14. Participates in staff development, faculty meetings, and special events as needed.
- \_\_\_\_ 15. Performs other duties assigned by supervisor.
- \_\_\_\_ 16. 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:

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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's (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date