

**AIDE, RESOURCE
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

Instructional Support

- ____ 1. Duplicates, collates, and binds instructional and testing materials for teachers.
- ____ 2. Laminates instructional materials for campus.
- ____ 3. Assists teachers with the preparation of special arts and craft projects as needed.
- ____ 4. Assists in supervising students throughout the school day, both inside and outside the classroom, including lunchroom and bus duty.

COMMENTS: _____

Accounting and Inventory

- ____ 5. Requisitions and maintains accurate inventory of workroom supplies.
- ____ 6. Assists in inventory, care, and maintenance of workroom equipment.

____7. Maintains campus vending machines, including filling machines, ordering supplies, and counting money when needed.

____8. Acts as textbook custodian including processing new books, conducting inventory, and filing required reports when needed.

____9. Receives and processes new materials.

COMMENTS: _____

Other

____10. Provides clerical assistance to the school office as needed.

____11. Participates in staff development training programs, faculty meetings, and special events as assigned.

____12. Performs other duties assigned by supervisor.

____13. 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:

