

**AIDE, SUPPORT
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 Demonstrated 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

- _____ 1. Performs all the duties of an academic tutor and will assist students in the development of advanced learning skills and a variety of progressively complex tasks in core content areas.
- _____ 2. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- _____ 3. Assist with the administration and scoring of objective testing instruments or work assignments.
- _____ 4. Assist in supervising students throughout the school day, both inside and outside the classroom.
- _____ 5. Keep the teacher informed of any special needs or problems of individual students.
- _____ 6. Responsible for assisting in the developing, planning and implementing a variety of student instructional activities
- _____ 7. Monitors students' performance and records relevant data to assess progress and to drive instruction.
- _____ 8. Coordinates and assists teachers and other staff to prepare instructional activities that aid in mastering specific skills, subject matter content, and state-mandated tests.
- _____ 9. Presents subject matter to students under the direction and guidance of campus coordinator or program manager, using direct instruction and student centered activities. Regularly contacts parents and schedules parent meetings as needed.
- _____ 10. Enforces administration policies and rules governing students
- _____ 11. Performs other job-related duties as assigned.

- ____ 12. Responsible for maintaining documentation in student folders on performance objectives
- ____ 13. Attends and participates in staff meetings and required training sessions
- ____ 14. Follows daily time schedule as assigned by Principal

COMMENTS: _____

Records

- ____ 15. Keep records of activities
- ____ 16. Assists the enrichment instructors in the running and preparing of reports
- ____ 17. Assists in monitoring attendance, supervision and making follow-up calls

COMMENTS: _____

Communication

- ____ 18. Maintain a positive and effective relationship with all program staff.
- ____ 19. Effectively communicate with colleagues.

COMMENTS: _____

Other

- ____ 20. Perform other duties assigned by supervisor
- ____ 21. Maintain confidentiality of information
- ____ 22. Keep abreast of changes and updates

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

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