

**AIDE, INSTRUCTIONAL (ESL)
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 teacher in preparing instructional materials and classroom displays.
- ____ 2. Assists with administration and scoring of objective testing instruments or work assignments.
- ____ 3. Helps maintain neat and orderly classroom.
- ____ 4. Helps with inventory, care, and maintenance of equipment.
- ____ 5. Helps teacher keep administrative records and prepare required reports.
- ____ 6. Provides orientation and assistance to substitute teachers.

COMMENTS: _____

Student Management

- ____ 7. Conducts instructional exercises assigned by the teacher; works with individual students or small groups.
- ____ 8. Helps supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
- ____ 9. Keeps teacher informed of special needs or problems of individual students.

COMMENTS: _____

Other

- ____ 10. Participates in staff development training programs to improve job performance.
- ____ 11. Participates in faculty meeting 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:

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