

**MONITOR, ISS
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. Works with classroom teachers and campus administrators to create and maintain an orderly and highly structured classroom environment.
- ____2. Works with individual students to complete assignments given by classroom teacher.
- ____3. Consults classroom teachers regarding student assignments.
- ____4. Communicates with counselors to set up small group conferences based on needs.
- ____5. Instructs students in character development.
- ____6. Distributes, collects, and checks student assignments for accuracy.
- ____7. Maintains individual files of complete student assignments, and returns to classroom teacher.

COMMENTS: _____

Student Management

- ____ 8. Manages student behavior and administers discipline according to board policies, administrative regulations, and Individual Education Plans (IEP).
- ____ 9. Records student attendance and discipline referral using personal computer.
- ____ 10. Supervises students assigned to ISS during lunch and bathroom breaks.

COMMENTS: _____

Other

- ____ 11. Participates in staff development training programs, faculty meetings, and special events as assigned.
- ____ 12. Performs other duties assigned by supervisor.
- ____ 13. Assist with duty before and after school of student(s) who are assigned to ISS.
- ____ 14. 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