

**COORDINATOR, BILINGUAL/ESL COMPLIANCE**  
**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**

**Program Management**

- \_\_\_\_\_ 1. Assist all campuses with completion of LPACs and serve as the LPAC administrator, when necessary.
- \_\_\_\_\_ 2. Ensure all campuses submit completed paperwork for LPACs within the appropriate compliance period.
- \_\_\_\_\_ 3. Monitor, document, and compile compliance evidence on a monthly basis, to also include LPAC procedures as conducted at the campus level.
- \_\_\_\_\_ 4. Monitor, document and compile compliance evidence on the progress of Bilingual/ESL students on a six-week basis to be submitted to the Director of Bilingual/ESL Programs.
- \_\_\_\_\_ 5. Ensure the Bilingual/ESL clerks submit the required paperwork for PEIMS compliance.
- \_\_\_\_\_ 6. Provide all campus administrators with updated Bilingual/ESL student counts on a six-weeks basis.
- \_\_\_\_\_ 7. Administer required assessments to new students enrolling in the district, during the summer and when a campus needs assistance.
- \_\_\_\_\_ 8. Order all assessment materials in preparation for student testing.
- \_\_\_\_\_ 9. Stays up to date on any changes at the state level that may impact the Bilingual/ESL program, specifically changes that may impact the LPAC process or documentation.

- \_\_\_\_\_ 10. Reviews and updates forms and documents to ensure compliance and notifies LPAC chairs of changes and/or provides updated forms.
- \_\_\_\_\_ 11. Is well versed on all LPAC processes and/or procedures.
- \_\_\_\_\_ 12. Provides guidance and assistance to campuses on the LPAC process.
- \_\_\_\_\_ 13. Trains and provides additional support to new LPAC chairs as needed.
- \_\_\_\_\_ 14. Trains parents serving on the LPAC committee on the LPAC process and compliance.
- \_\_\_\_\_ 15. Provides any other type of training needed as it relates to compliance documentation.
- \_\_\_\_\_ 16. Conducts trainings on language assessments as needed.
- \_\_\_\_\_ 17. Keeps Bilingual/ESL Director informed of any relevant information as it pertains to the program, compliance or is student-related.

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

\_\_\_\_\_

**District and Campus Level Responsibilities**

- \_\_\_\_\_ 18. Foster collaborative educational efforts among staff by supporting the district’s philosophy, mission and its commitment to planning and decision-making.
- \_\_\_\_\_ 19. Monitor student placement, student achievement, and ensure documentation compliance for exited students.

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

\_\_\_\_\_

**Community Coordination**

- \_\_\_\_\_ 20. Promote the continuous enhancement of a climate conducive to open communication and productive work with schools and community partnerships.
- \_\_\_\_\_ 21. Works in conjunction with the District Bilingual/ESL Parental Liaison to coordinate parental involvement training sessions and workshops to assist and inform parents of resources available for student access.
- \_\_\_\_\_ 22. In conjunction with the District Bilingual/ESL Parental Liaison, compile various resources available in the community that render services to person’s interest and/or needs.
- \_\_\_\_\_ 23. Inform the Director of Bilingual/ESL Programs regarding the status of all projects undertaken and requests received internally or externally.

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

\_\_\_\_\_

**Policy, Reports and Law**

- \_\_\_\_\_ 24. Compile, maintain and file all physical and computerized reports, records, and other documents as required.
- \_\_\_\_\_ 25. Adhere to policies established by federal and state law, State Board of Education rule, and the local board policy.

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

**Other**

- \_\_\_\_\_ 26. Assist in developing and disseminating District Parent Informational Newsletters.
- \_\_\_\_\_ 27. Assist in creating and maintaining content for a district webpage for parent information with regards to resources and upcoming meetings and/ or trainings and workshop
- \_\_\_\_\_ 28. Maintain confidentiality of information.
- \_\_\_\_\_ 29. Attends LPAC meetings as needed to ensure all documentation is properly and effectively completed.
- \_\_\_\_\_ 30. Audit Bilingual/ESL folders: beginning, middle and end of year for accuracy and provide an updated spreadsheet each period with campus counts and information to the campus LPAC Chair, the Bilingual/ESL Director and campus principal.
- \_\_\_\_\_ 31. Conducts follow-up folder audits to ensure any reported missing information in LPAC folders has been completed.
- \_\_\_\_\_ 32. Perform other duties assigned by supervisor.

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

**Supervisory Responsibilities**

- \_\_\_\_\_ 33. Supervise Bilingual/ESL Data Entry Clerks

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