

**SECRETARY, PEIMS
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

General Duties

- ____1. Enters data from community non-public schools and district referrals for special education services.
- ____2. Determine legal timelines for all special education referrals and distribute the referral information in a timely manner to the appropriate assessment personnel.
- ____3. Enters data on all special education students to include name, ID#, grade, date of last full individual evaluation (FIE), Admission, Review, Dismissal (ARD) Committee meeting date, code for handicapping condition and PEIMS code.
- ____4. Designs and retrieves reports for Director of Special Education and other staff members as requested.
- ____5. Prints and disseminate reports using data information including PEIMS reports, end of six weeks reports, private school data reports on a regular basis as determined by the Director of Special Education.
- ____6. Enters data pertaining to State Performance Indicators as requested by the Texas Education Agency.
- ____7. Inputs data and maintains accurate records of Medicaid/SHARS claims.

- ____8. Coordinates PEIMS student data with the data in the Special Education Management System.
- ____9. Assists in documenting Extended Year Services (EYS) participation reports.
- ____10. Assist in the promotion of positive community relations through effective email and phone communications with parents, teachers, administrators and other district personnel.

COMMENTS: _____

Other

- ____11. Performs other duties assigned by supervisor.
- ____12. 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:

