

**SECRETARY, BILINGUAL PROGRAM  
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**

**Records, Reports, and Correspondence**

- \_\_\_\_\_ 1. Prepares correspondence, forms, reports, etc., for the department head and other department staff members using personal computer and typewriter.
- \_\_\_\_\_ 2. Compiles pertinent data as needed when preparing various state and local reports.
- \_\_\_\_\_ 3. Maintains physical and computerized departmental files.
- \_\_\_\_\_ 4. Maintains student records as needed.

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

**Accounting**

- \_\_\_\_\_ 5. Performs routine bookkeeping tasks, including simple arithmetic operations, for the department.
- \_\_\_\_\_ 6. Assists with the preparation of purchase orders and payment authorizations.
- \_\_\_\_\_ 7. Monitors and processes personnel time records including leave requests and reports; compiles information and submits to central office.

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

**Other**

- \_\_\_\_\_ 8. Answers incoming calls, takes reliable messages, and routes to appropriate staff.
- \_\_\_\_\_ 9. Maintains a schedule of appointments and makes travel arrangements for department staff.
- \_\_\_\_\_ 10. Receives, sorts, and distributes mail and other documents to department staff.
- \_\_\_\_\_ 11. Assist with preparing supplies and other needs for Bilingual/ESL Dept. staff development.
- \_\_\_\_\_ 12. Assist in typing and inputting Bilingual/ESL curriculum/documents for on-line use.
- \_\_\_\_\_ 13. Performs other duties assigned by supervisor.
- \_\_\_\_\_ 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?

---

---

---

**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