

**AIDE, SPECIAL EDUCATION (LIFE SKILLS)  
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 students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
- \_\_\_\_ 2. Assists students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.
- \_\_\_\_ 3. Helps manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
- \_\_\_\_ 4. Assumes responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- \_\_\_\_ 5. Works with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
- \_\_\_\_ 6. Keeps teacher informed of special needs or problems of individual students.
- \_\_\_\_ 7. Supervises children during play periods to ensure their safety.

- \_\_\_\_ 8. Assists in the maintaining of individual student records.
- \_\_\_\_ 9. Escorts or assists children between classes as needed.
- \_\_\_\_ 10. Participates in daily and long-range lesson and classroom activity planning.

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

**Other**

- \_\_\_\_ 11. Helps teacher prepare instructional materials and classroom displays.
- \_\_\_\_ 12. Helps maintain a neat and orderly classroom.
- \_\_\_\_ 13. Helps teacher keep administrative records and prepare required reports.
- \_\_\_\_ 14. Provides orientation and assistance to substitute teachers.
- \_\_\_\_ 15. Serves as interpreter between the teachers and Spanish-speaking parents as needed.
- \_\_\_\_ 16. Participates in staff development training programs, faculty meetings, and special events as assigned.
- \_\_\_\_ 17. Assists students with Special Education transportation assigned by the Director of Special Education.
- \_\_\_\_ 18. Performs playground, lunch, bus duty as assigned by the campus Principal or designee.
- \_\_\_\_ 19. Performs other duties as assigned by supervisor.
- \_\_\_\_ 20. 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:**

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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