

**CR11 AIDE, SPECIAL EDUCATION
Summative Appraisal Form**

Name _____ School Location _____

Position _____ Date of Review _____

Evaluator _____

Appraisal Period: From _____ to _____

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.
- ____ 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?

