

**CLERK, RECORDS/SPECIAL EDUCATION/504/ DYSLEXIA
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

File Management

- ____ 1. Prepares purchase orders.
- ____ 2. Coordinates instructional materials/equipment for Special Education and 504/Dyslexia personnel.
- ____ 3. Input data and maintain accurate records of SHARS claims.
- ____ 4. Assists with Special Education and 504/Dyslexia filing.
- ____ 5. Performs secretarial duties for the Special Education and 504/Dyslexia staff.
- ____ 6. Assists in maintaining revisions of all Special Education and 504/Dyslexia forms reflected through TEA and SBOE.
- ____ 7. Provides technical support as it relates to the Special Education Management System for Special Education/Section 504/Dyslexia staff.
- ____ 8. Prepares out of district travel arrangements for Special Education/Section 504/Dyslexia staff.
- ____ 9. Assists with department participation in staff development activities.

- ____10. Schedules Face to Face meetings for all three year old students transferring from the ECI Program to the district Special Education Program for the Director of Special Education.
- ____11. Schedules and provides technical support for all Distance Learning activities including staff development activities and regional and State meetings pertaining to Special Education.
- ____12. Assists in the promotion of positive community relations through effective email and phone communications with parents, teachers, administrators and other district personnel.

COMMENTS: _____

Other

- ____13. Performs other duties as assigned by supervisor to include cross training as necessary.
- ____14. Maintains confidentiality of information at all times.

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:

