

**AIDE, INSTRUCTIONAL (K)
AIDE, INSTRUCTIONAL (BL)
AIDE, INSTRUCTIONAL (K-BL)
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

General Duties

- ____ 1. Participates in daily and long range lesson and classroom activity planning.
- ____ 2. Pre and post-tests students as needed for placement and measurement of yearly student gain.
- ____ 3. Conducts learning exercises with small groups of children.
- ____ 4. Guides children in working and playing harmoniously with other children.
- ____ 5. Alerts the teacher to special needs of individual children.

- ____ 6. Provides escort and assistance to children as necessary.
- ____ 7. Assists in maintaining a neat and orderly classroom.
- ____ 8. Helps maintain individual records for each child.
- ____ 9. Assists children during regular play periods, under the supervision of assigned teachers.
- ____ 10. Participates in scheduled in-service training meetings.

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:

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