

**CLERK, DATA ENTRY/NGS
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

Records and Reports

- ____1. Enters, reviews and corrects data from Certificates of Eligibility (COE) in New Generation System (NGS).
- ____2. Correctly determines when migrant activity is qualifying or non-qualifying on COE.
- ____3. Maintains daily log of incoming data of COEs, enrollment, continued residency, withdrawals, health, STAAR, supplemental programs and errors.
- ____4. Interprets eligibility related data on NGS.
- ____5. Enters semester grades for 9-12; recommended courses for 8-11; STAAR scores, Special Ed., GT, Graduates, GED, Supplemental programs, Student Unique ID into NGS.

- ____6. Runs NGS campus reports, Priority for Services, STAAR, Spec. Ed., max enrollment reports, immunization reports, district reports, summer reports, and any other report requested by Migrant Coordinator.
- ____7. Maintains weekly and monthly campus counts.
- ____8. Maintains accountability log for auditable purposes.
- ____9. Plans, prepares and files information from one year to the next.
- ____10. Updates program coordinator of migrant student status changes.
- ____11. Provides a monthly update on all migrant students to Migrant Service Coordinator who will disseminate to campus personnel.
- ____12. Keeps records and count of active PK -3 and 4 year old migrant students.
- ____13. Maintains residency verification reports, unique count reports, end of eligibility report, contact report and facility report.
- ____14. Maintains Reviewer Log, COE's reviewed, errors and corrections made.

COMMENTS: _____

Other

- ____15. Attends training sessions for updated information for ID&R and NGS data base specialists as available
- ____16. Maintains confidentiality of information.
- ____17. Performs other related duties as assigned by supervisor.

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's Name

Date

Administrator's Signature

Date

Employee's Signature

Date