

**AIDE, PHYSICAL EDUCATION
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. Adapts sporting activities for the purpose of providing a method to support and/or reinforce game participation.
- ____ 2. Assists students, individually or in groups, with physical education class (e.g. game rules, soccer, football, softball, etc.) for the purpose of presenting and/or reinforcing teaming concepts.
- ____ 3. Implements physical education programs (e.g. demonstrates physical activities answers questions, presents activities, etc.) for the purpose of assisting the teacher in improving students' skills success through a defined course of study.
- ____ 4. Inventories teacher materials and equipment for the purpose of tracking and maintaining inventory.
- ____ 5. Maintains physical education equipment (e.g. adapting sporting materials, assembling, inventory, setting up/taking down game equipment, taking attendance, balls, etc.) for the purpose of ensuring availability of items and/or providing reliable information to assist students during their physical education class.
- ____ 6. Monitors individual and/or groups of students in a variety of settings for the purpose of enforcing school rules regarding student behavior and participation, and/or providing a safe and positive learning environment.

- ____7. Performs record keeping and clerical functions (e.g. copying, taking attendance, phone calls, etc.) for the purpose of supporting the teacher and/or providing necessary records/materials.
- ____8. Promotes good habits and sportsman like conduct for the purpose of improving the quality of students outcome and encouraging student development.
- ____9. Upholds and enforces school rules, administrative regulations, and state and local board policy.
- ____10. Assists the teacher in preparing instructional materials and classroom displays.
- ____11. Assists with the administration and scoring of objective testing instruments or work assignments.
- ____12. Keeps the teacher informed of any special needs or problems of individual students.
- ____13. Assists in maintaining a neat and orderly classroom and gym.
- ____14. Assists in inventory, care and maintenance of equipment.
- ____15. Assists the teacher in keeping administrative records and preparing required reports.
- ____16. Participates in staff development training programs, faculty meetings, and special events, as needed.
- ____17. Provides orientation and assistance to substitute teachers.
- ____18. Participates in daily and long range lesson and classroom activity planning with teacher.
- ____19. Assists with pre and post-test students as needed for placement and measurement of yearly student gain.
- ____20. Assists in upholding and enforcing school rules and administrative regulation and state and local board policy.
- ____21. Assists teachers in parent/teacher conferences.
- ____22. Helps supervise students throughout school day, inside and outside classroom. This may include lunchroom, bus and playground duty; as the master schedule permits.

COMMENTS: _____

Other

- ____23. Performs other duties assigned by supervisor.
- ____24. Maintains confidentiality of information.

COMMENTS: _____

