CLERK, IDENTIFICATION AND RECRUITMENT
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

Recruitment

_____1.   Actively identifies and recruits eligible migrant children from 0-21 residing in the school district.

_____2.   Canvases the community door-to-door, attend district recruitment activities, visit community agencies and establish communication networks.

_____3.   Interviews families to determine eligibility for migrant services.

_____4.   Completes the Certificate of Eligibility (COE) with the necessary information after student qualifies for the migrant program.

_____5.   Assists with the drop out recovery program for identified out-of-school youth (OSY)

_____6.   Assists the Migrant Coordinator and the Parent/Community/Bilingual/ESL Coordinator in obtaining the necessary resources for eligible students.

_____7.   Contacts migrant families on a regular basis through phone calls, correspondence, office and home visits.

_____8.   Recruits eligible students for summer and other special programs.

_____9.   Provides instruction in Migrant Early Childhood curriculum for parents of students turning 3 years old after Sept. 1sst of the current school year to involve the parents and children in activities designed to promote instruction between caretaker and child.

COMMENTS:_____

_____

Communication and Parent/Community Support

_____10.   Serves as a liaison between home, school and community.

_____11.   Assists in recruiting parents for the Parental Advisory Council (PAC) Meetings and activities.

_____12.   Assists in publicizing migrant programs to the parents and community.

_____13.   Makes home visits to families to communicate available school services and programs and area social services.

_____14.   Assists in parent referrals to community agencies.

COMMENTS:_____

_____

Policy, Reports and Law

_____15.   Processes, updates and files COE's, family and student records according to federal regulations.

_____16.   Compiles pertinent data to prepare required federal, state and local reports.

_____17.   Complies with policies and regulations established by local policy, federal and state law.

_____18.   Complies with all district and department policies to include, but not limited to, maintaining   work logs, mileage justification.

_____19.   Maintains accurate documentation of all home visits, parent contacts, meeting attendance, etc. for compliance and auditing purposes.

COMMENTS:_____

_____

Other

_____20.   Maintains confidentiality of information.

_____21.   Attends required ID & R Education Service Center, district and department level trainings.

_____22.   Informs Migrant Service Coordinator of internal and external communication.

_____23.   Performs other 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 (Print Name)   Date

_____ _____
Administrator's Signature   Date

_____ _____
Employee's Signature   Date