

**TUTOR  
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**

- \_\_\_\_\_ 1. Performs all the duties of an academic tutor and will assist students in the development of advanced learning skills and a variety of progressively complex tasks in core content areas, such as the compliance of HB 4545.
- \_\_\_\_\_ 2. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- \_\_\_\_\_ 3. Assist with the administration and scoring of objective testing instruments or work assignments.
- \_\_\_\_\_ 4. Assist in supervising students throughout the school day, both inside and outside the classroom.
- \_\_\_\_\_ 5. Keep the teacher informed of any special needs or problems of individual students.
- \_\_\_\_\_ 6. Responsible for assisting in the developing, planning and implementing a variety of student instructional activities
- \_\_\_\_\_ 7. Monitors students' performance and records relevant data to assess progress and to drive instruction.
- \_\_\_\_\_ 8. Coordinates and assists teachers and other staff to prepare instructional activities that aid in mastering specific skills, subject matter content, and state-mandated tests.
- \_\_\_\_\_ 9. Presents subject matter to students under the direction and guidance of teacher or program manager, using direct instruction and student centered activities.

- \_\_\_\_ 10. Enforces administration policies and rules governing students
- \_\_\_\_ 11. Performs other job-related duties as assigned.
- \_\_\_\_ 12. Responsible for maintaining documentation in student folders on performance objectives
- \_\_\_\_ 13. Attends and participates in staff meetings and required training sessions
- \_\_\_\_ 14. Follows daily time schedule as assigned by Principal

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Records**

- \_\_\_\_ 15. Keep records of activities
- \_\_\_\_ 16. Assists the enrichment instructors in the running and preparing of reports
- \_\_\_\_ 17. Assists in monitoring attendance, supervision and making follow-up calls

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Communication**

- \_\_\_\_ 18. Maintain a positive and effective relationship with all program staff.
- \_\_\_\_ 19. Effectively communicate with colleagues.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_\_ 20. Perform other duties assigned by supervisor
- \_\_\_\_ 21. Maintain confidentiality of information
- \_\_\_\_ 22. Keep abreast of changes and updates

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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Summative Conference Comments:

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**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 (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date