

**DYSLEXIA/READING INTERVENTION SPECIALIST
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

Instructional Strategies

- ____1. Implement the District Dyslexia program at the campus level ensuring that Federal, State and District policies/guidelines are followed and in compliance
- ____2. Provide direct services in the area of reading/dyslexia/dysgraphia: assessment, identification, interventions, technology and progress monitoring
- ____3. Work with campus staff so that appropriate classroom accommodations are provided for students identified with dyslexia
- ____4. Provide a written report of student's dyslexia/dysgraphia test results
- ____5. Implement the District's Response to Intervention Model specific to students identified as Tier III
- ____6. Review and interpret data to determine appropriate RTI student groups and their need for instructional intervention
- ____7. Employ a variety of instructional strategies/techniques and technology to meet the needs of Tier III struggling readers including those identified with dyslexia
- ____8. Maintain all necessary student records required by the dyslexia program

- ____9. For students referred for dyslexia, dyslexia intervention specialist will attend Section 504/ARD meetings for the purpose of reviewing assessment results, progress and provide recommendations.

COMMENTS: _____

Student Growth and Development

- ____10. Conduct progress monitoring for students receiving Dyslexia Therapy and RTI Interventions through the use of formal and informal assessments
- ____11. Work collaboratively with the campus administrator to develop student intervention and dyslexia therapy schedules
- ____12. Support District reading initiatives as the campus dyslexia program designee to help monitor and support the needs of students
- ____13. Maintain awareness of current research and development in dyslexia and research based reading programs

COMMENTS: _____

Other

- ____14. Support and mentor new dyslexia/reading intervention specialist
- ____15. Support and collaborate with district dyslexia reading interventionists on student assessment and identification
- ____16. Participate in staff development activities to improve job-related skills
- ____17. Notify parents of Tier III students of RtI meetings
- ____18. Communicate progress and growth of Tier III students to teachers, administrators and parents on a regular basis
- ____19. Maintains confidentiality of information
- ____20. Other duties assigned by the campus administrator

COMMENTS: _____

Supervisory Responsibilities

None.

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