

**CLERK, RECORD LPAC
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. Maintains files and rosters of all Bilingual/ESL students in the district.
- ____2. Compiles data sheets per campus with assessment, documentation and classification data for every Bilingual/ESL student.
- ____3. Provides updated information on program participants on a regular basis to Information Systems Department for PEIMS update.
- ____4. Maintains accurate count of all Bilingual/ESL students in the district.
- ____5. Communicates regularly with campus contact person for information on Bilingual/ESL students.
- ____6. In conjunction with the compliance coordinator, visits campuses to conduct folder audits to ensure all required documentation is in the student LPAC folder.
- ____7. In conjunction with the compliance coordinator, conducts follow-up folder audits
- ____8. Responds to requests for information on specific students by teachers and campus staff.
- ____9. Prepares and distributes all necessary forms to campuses.

- ____ 10. Provides scores to central database of all oral language proficiency student tests.
- ____ 11. Keeps data on students per campus current.
- ____ 12. Assists in preparing materials and snacks for teachers training.
- ____ 13. Performs other duties assigned by supervisor.
- ____ 14. Maintains confidentiality of information.
- ____ 15. Promotes good public relations through telephone courtesy.
- ____ 16. In conjunction with the compliance coordinator, reviews and updates forms as necessary for Bilingual Program.
- ____ 17. Assists in setup and take down of materials/equipment for training sessions.
- ____ 18. Picks up materials purchased locally at vendors/district warehouse and picks up and/or delivers materials to campuses within the district whenever necessary.

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

_____ Date

Administrator (Print Name) _____ Date

Administrator (Signature) _____ Date

Employee’s Signature _____ Date