

**AIDE, INSTRUCTIONAL HEAD START/ PRE-K
Summative Appraisal Form**

Name _____ School Location _____

Position _____ Date of Review _____

Evaluator _____

Appraisal Period: From _____ to _____

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 Support

- ____1. Assists in upholding and enforcing school rules and administrative regulations and state and local board policy
- ____2. Assists teacher in preparing instructional materials and classroom displays.
- ____3.
- ____4. Keeps the teacher informed of any special needs or problems of individual students.
- ____5. Assists in maintaining neat and orderly classroom.
- ____6. Assists teacher in keeping administrative records/individual student files and preparing required reports for program operation (Child Plus).
- ____7. Participates in in-service training programs, faculty meetings, and special events as needed
- ____8. Provides orientation and assistance to substitute teachers.

- ____9. Assists teachers in parent/teacher conferences and home visits as needed.
- ____10. Participates in daily and long-range classroom lesson and activity planning.

COMMENTS: _____

Student Management

- ____11. Conducts instructional exercises assigned by the teacher and works with individual students and small groups.
- ____12. Helps supervise students throughout school day, inside and outside classroom including all transition as well as lunchroom, bus, and playground duty.
- ____13. Keeps teacher informed of special needs or problems of individual students.
- ____14. Guides children in learning, working and playing harmoniously with other children.
- ____15. Provides escort and assistance to students as needed.
- ____16. Works with individual students or small groups to conduct instructional differentiated exercises assigned by teacher.

COMMENTS: _____

Other

- ____17. Performs other duties assigned by supervisor.
- ____18. Maintains confidentiality of information.

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's Signature

Date

Employee's Signature

Date