

**AIDE, INSTRUCTIONAL
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. Upholds and enforces school rules, administrative regulations, and state and local board policy.
- ____ 2. Assists the teacher in preparing instructional materials and classroom displays.
- ____ 3. Works with individual students or small groups to conduct instructional exercises assigned by the teacher.
- ____ 4. Assists with the administration and scoring of objective testing instruments or work assignments.
- ____ 5. Assists in supervising students throughout the school day, both inside and outside the classroom.
- ____ 6. Keeps the teacher informed of any special needs or problems of individual students.
- ____ 7. Assists in maintaining a neat and orderly classroom.
- ____ 8. Assists in inventory, care and maintenance of equipment.
- ____ 9. Assists the teacher in keeping administrative records and preparing required reports.
- ____ 10. Participates in staff development training programs, faculty meetings, and special events, as needed.

- ____ 11. Provides orientation and assistance to substitute teachers.
- ____ 12. Participates in daily and long range lesson and classroom activity planning with teacher.
- ____ 13. Assists with pre and post-test students as needed for placement and measurement of yearly student gain.
- ____ 14. Assists in upholding and enforcing school rules and administrative regulation and state and local board policy.
- ____ 15. Assists teachers in parent/teacher conferences and home visits as needed.
- ____ 16. Helps supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus and playground duty.
- ____ 17. Guides children in working and playing harmoniously with other children.
- ____ 18. Provides escort and assistance to students or small groups to conduct instructional exercises assigned by teacher.

COMMENTS: _____

Other

- ____ 19. Performs other duties assigned by supervisor.
- ____ 20. 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?

