AIDE, ESL/PARENTAL LIAISON/BILINGUAL
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

General Duties

_____1. Works closely with District, Coordinator, Bilingual/ESL staff, campus administrators and campus parental aides.

_____2. Assists Bilingual/ESL teachers with community related activities such as home visits when requested.

_____3. Develops and implements parental involvement activities such as workshops and informative sessions.

_____4. Identifies and makes use of local community resources.

_____5. Works closely with counselors and attendance personnel.

_____6. Uses media, newspaper, radio and flyers to disseminate information about program to parents and community.

_____7. Delivers flyers, materials, equipment and any other items necessary to campuses.

_____8. Assists parents in attending meetings and conferences.

_____9. Assists in preparing materials, activities and snacks for parent and teacher training.

_____10. Assists in compiling Bilingual/ESL student information as it pertains to tutorials, summer school or other programs.

_____11. Visits campuses to check on Bilingual/ESL documentation.

_____12. Serves as positive public relations representative for the Bilingual/ESL Program.

COMMENTS:_____

_____

Other

_____13. Participates in staff development training programs to improve job performance.

_____14. Participates in special events as assigned.

_____15. Performs other duties assigned by supervisor.

_____16. 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