

**DR03 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 Coordinator, Bilingual/ESL staff and campus administrators.
- ____ 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. Performs assessment functions such as language proficiency testing of students.

- ____7. Uses media, newspaper, radio and flyers to disseminate information about program to parents and community.
- ____8. Delivers flyers, materials, equipment and any other items necessary to campuses.
- ____9. Assists parents in attending meetings and conferences.
- ____10. Assists in preparing materials and activities for parent and teacher training.
- ____11. Assists in compiling Bilingual/ESL student information.
- ____12. Visits campuses to check on Bilingual/ESL documentation.
- ____13. Serves as positive public relations representative for the Bilingual Program.

COMMENTS: _____

Other

- ____14. Participates in staff development training programs to improve job performance.
- ____15. Participates in special events as assigned.
- ____16. Performs other duties assigned by supervisor.
- ____17. 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