

**DR09 RECORD CLERK, ASSESSMENT
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. 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. Conducts yearly visit to campuses to insure that all required documentation is in the student cumulative folder.
- ____7. Responds to requests for information on specific students by teachers and campus staff.
- ____8. Prepares and distributes all necessary forms to campuses.
- ____9. Provides scores to central database of all oral language proficiency student tests.
- ____10. Keeps data on students per campus current.
- ____11. Maintains files on summer school equipment, materials, and books.
- ____12. Prepares all forms, schedules and rosters for summer school.
- ____13. Issues and processes incoming purchase orders, pay invoices, budget revisions and requests for payments for summer school and office.
- ____14. Assists in preparing materials for teachers training.
- ____15. Answers telephones, screen calls, answers routing inquiries, sets meeting schedules, and maintains Coordinator and Facilitator’s calendar.
- ____16. Receives and screens mail.

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