

**DP17 SPECIALIST, EARLY CHILDHOOD/BILINGUAL FACILITATOR
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 and Program Management

- ____ 1. Assists in the development of instructional and curriculum services for bilingual students.
- ____ 2. Assists in planning, implementing and evaluating instructional program for bilingual students with campus staff, including learning objectives, instructional strategies and assessment techniques.
- ____ 3. Applies research and data to improve the content, sequence and outcomes of the teaching learning process for bilingual students.
- ____ 4. Works with appropriate staff to develop, maintain and revise curriculum documents based on systematic review and analysis.

- ____5. Involves bilingual instructional staff in evaluating and selecting instructional materials to meet bilingual student learning needs.
- ____6. Ensures the use of technology in the teaching-learning process.
- ____7. Plans the necessary time, resources and materials to support accomplishment of education goals for bilingual students.
- ____8. Ensures that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
- ____9. Actively supports the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
- ____10. Obtains and uses evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
- ____11. Assists in providing effective staff development activities that incorporate the mission of the district, program evaluation outcomes and input from teachers and others.

COMMENTS: _____

Policy, Reports and Law

- ____12. Implements the policies established by Federal and State Law, State Board of Education rule and local board policy for Bilingual Education.
- ____13. Compiles, maintains and presents all reports, records and other documents required.

COMMENTS: _____

Communication

- ____14. Provides for two-way communication with principals, teachers staff, parents and community.
- ____15. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff and community.
- ____16. Monitors professional research and disseminate ideas and information to other professionals.

COMMENTS: _____

Community Relations

- ____ 17. Articulates the district’s mission, instructional philosophy and curriculum implementation strategies to the community and solicits its support in realizing district’s mission.
- ____ 18. Demonstrates awareness of district-community needs and initiates activities to meet those needs.
- ____ 19. Demonstrates use of appropriate and effective techniques to encourage community and parent involvement.

COMMENTS: _____

Other

- ____ 20. Performs other duties assigned by supervisor.
- ____ 21. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____ 22. Supervises staff development sessions and support staff as needed.

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