

LISD DIAGNOSTICIAN ANNUAL APPRAISAL

Name _____ Evaluation period _____

Position _____ Department _____

Evaluator _____ Title _____

Directions: Use the following descriptors to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (D) Distinguished, (DV) Developing, or (N) Not Demonstrated/Needs Improvement.

Rating scale:

D	<p>Distinguished</p> <ul style="list-style-type: none"> Performance significantly exceeds standards and expectations Has complete mastery of job Is a source of information for others in department/district Consistently performs at the highest level of the performance area assessed Completes all job targets on time; assumes and completes additional assignments Develops teamwork and cooperation with subordinates and others
A	<p>Accomplished</p> <ul style="list-style-type: none"> Performance exceeds standards and expectations Achieves and frequently exceeds expectations for responsibilities and objectives Knowledge exceeds what is required to perform well Performance is characterized by notable skill, initiative, and superior job knowledge Manages subordinates effectively
P	<p>Proficient</p> <ul style="list-style-type: none"> Generally meets established expectations for responsibilities and objectives Level of knowledge is appropriate to perform the assignment Demonstrates competency in most performance areas Manages subordinates appropriately Performance is within standards and presents no significant problems
DV	<p>Developing</p> <ul style="list-style-type: none"> Performance is below expectations and problems exist Specific skills or job knowledge requires improvement to meet the expectations of the job Must ask for direction on many assignments Often unable to resolve performance issues with subordinates Improvement is needed
N	<p>Not Demonstrated/Needs Improvement</p> <ul style="list-style-type: none"> Does not meet expectations for responsibilities and objectives Does not demonstrate necessary knowledge, skills, and abilities required for the job Immediate and substantial improvement is needed Performance negatively impacts department and/or co-workers effectiveness and /or productivity

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Rating	General responsibilities and skills
_____	<p>Performance area: School/district and community relations</p> <p>Works cooperatively with others Demonstrates knowledge of district policies and procedures Participates in meetings, training, and special events Follows appropriate lines of authority Adheres to state, district, and campus policies, regulations, and procedures Participates in school/district and community activities</p> <p>Comments:</p>
_____	<p>Performance area: Planning and organization</p> <p>Develops action plans for meeting annual job targets Completes tasks in a timely and accurate manner Keeps records organized, up-to-date, and accurate Disseminates information on a timely and periodic basis</p> <p>Comments:</p>
_____	<p>Performance area: Communication</p> <p>Communicates in a clear, effective, and informative manner Writes and speaks in an understandable and organized manner Communicates role and program as it relates to the district's mission and goals Promotes positive interactions with colleagues and the community</p> <p>Comments:</p>
_____	<p>Performance area: Job knowledge and skills</p> <p>Demonstrates knowledge of job requirements Bases recommendations and decisions on data, knowledge, and experience Provides leadership and direction for improvement in areas of responsibility Evaluates and analyzes results to determine effectiveness Uses innovations and current developments in areas of responsibility</p> <p>Comments:</p>

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	<p>Performance area: Professional growth and development</p> <p>Participates in self-evaluation Cooperatively sets goals that reflect feedback from evaluation process Seeks self-improvement ideas Participates in professional development related to role and responsibilities</p> <p>Comments:</p>
	<p>Specialized responsibilities and skills</p>
	<p>Performance area: Performance Area: Assessment</p> <p>Determines student eligibility for special education services through formal and informal assessments</p> <p>Uses classroom observations and interviews, staff and teacher input, and relevant assessment data from student's cumulative folder to evaluate student information</p> <p>Participates in admission, review, and dismissal (ARD) meetings to assist with interpretation of assessment data, appropriate placement, and development of individual education plan (IEP)</p> <p>Assists in the selection of assessment materials and equipment</p> <p>Comments:</p>

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General comments

Employee comments

Overall performance rating (check one)

- Distinguished** **Accomplished** **Proficient**
 Developing **Needs Improvement**

This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature

Date

Evaluator signature

Date

Reviewer signature

Date

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Job Targets for 20__-20__

It is important when identifying job targets for individuals at the professional level to ensure that the identified targets align with the campus/department's goals/mission/vision. This may be accomplished by considering how the individual's job impacts student instruction, and how the employee works cooperatively with others, displays knowledge of job requirements, fosters a positive culture, and supports improvement in areas of responsibility.

(Identify between 3 to 5 job targets.)