

**WAKULLA COUNTY SCHOOL BOARD  
 COMPREHENSIVE ASSESSMENT FORM SUMMARY  
 PROFESSIONAL INSTRUCTIONAL SUPPORT PERSONNEL**

Name \_\_\_\_\_ Position **INTERPRETER**  
 School / Dept \_\_\_\_\_ School Year \_\_\_\_\_ EIN # \_\_\_\_\_

JOB CONTEXT SERVICE CATEGORY	Needs				
	Outstanding	Exemplary	Effective	Improvement	Unsatisfactory
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
<b>Totals:</b>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

**Overall Rating**

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding  100 – 94      Exemplary  93 – 86      Effective  85 – 75      Needs Improvement  74 – 65      Unsatisfactory  64 - 0

**Comments of the Evaluatee:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This evaluation has been discussed with me: Yes \_\_\_\_\_ No \_\_\_\_\_

**Comments of the Evaluator:**

\_\_\_\_\_  
Signature of Evaluatee      Date

\_\_\_\_\_  
Signature of Evaluator      Date

# WAKULLA COUNTY SCHOOL BOARD ANNUAL PERFORMANCE APPRAISAL

## INTERPRETER

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

### 1. SERVICE DELIVERY

#### Category Definitions

1. Provide interpreter services for students who are deaf or hard of hearing.
2. Provide interpreting for tutoring done by regular classroom teachers.
3. Perform interpreting for school functions outside the classroom, during regularly scheduled school hours.
4. Confer with basic classroom teachers and teachers of students who are deaf or hard of hearing in order to better prepare for interpreting services.
5. Assist with the collection and correlation of materials used in both the basic and exceptional student education classroom for students who are deaf or hard of hearing.
6. Assist in maintaining equipment used in the classroom, including auditory trainers.
7. Participate in activities as part of the instructional team.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check Choice)     Outstanding 30     Exemplary 28     Effective 26     Needs Improvement 18     Unsatisfactory 0

### INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

#### Category Definitions

8. Communicate effectively with students, parents and staff.
9. Keep supervisor informed of potential problems or unusual events.
10. Respond to inquiries or concerns in a timely manner.
11. Serve as a liaison to promote good public relations between students who are deaf or hard of hearing, hearing peers, staff and parents.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check Choice)     Outstanding 16     Exemplary 14     Effective 12     Needs Improvement 6     Unsatisfactory 0

### 3. EMPLOYEE QUALITIES / RESPONSIBILITIES

#### Category Definitions

12. Demonstrate initiative in the performance of assigned responsibilities.
13. Provide for a safe and secure workplace.
14. Model and maintain high ethical standards.
15. Follow attendance, punctuality and proper dress rules.
16. Maintain confidentiality regarding school matters.
17. Maintain positive relationships with students, parents and staff.
18. Participate in workshops and inservice programs to improve skills in working with students who are deaf or hard of hearing

Source Code (Check Choices)  A. Direct Documentation  B. Indirect Documentation  C. Training Programs Competency Acquisition  D. Evaluatee Provided  E. Confirmed Observation

Rating Code (Check Choice)  Outstanding 18  Exemplary 16  Effective 14  Needs Improvement 7  Unsatisfactory 0

### 4. SYSTEM SUPPORT

#### Category Definitions

19. Prepare all required reports and maintain all appropriate records.
20. Follow all School Board policies, rules and regulations.
21. Exhibit interpersonal skills to work as an effective team member.
22. Demonstrate support for the School District and its goals and priorities
23. Perform other incidental tasks consistent with the goals and objectives of this position.

Source Code (Check Choices)  A. Direct Documentation  B. Indirect Documentation  C. Training Programs Competency Acquisition  D. Evaluatee Provided  E. Confirmed Observation

Rating Code (Check Choice)  Outstanding 18  Exemplary 16  Effective 14  Needs Improvement 7  Unsatisfactory 0

### 5. WORKSITE SERVICE STANDARDS

#### Control Dimension

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

**Special Note: An outstanding or exemplary is required in this job context category in order to be eligible for an overall exemplary or higher rating.**

Source Code (Check Choices)  A. Direct Documentation  B. Indirect Documentation  C. Training Programs Competency Acquisition  D. Evaluatee Provided  E. Confirmed Observation

Rating Code (Check Choice)  Outstanding 18  Exemplary 16  Effective 14  Needs Improvement 7  Unsatisfactory 0