



# PAEC Summative Performance Evaluation

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**E = Excellent P = Proficient N = Needs Improvement U = Unsatisfactory**

## **Technical Knowledge and Assistance Regarding Area of Expertise**

Providing technical assistance/consultation in area of expertise to instructional staff and school administrators (assist with information, Special Ed Law/Procedures, students, interventions, etc.)

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

Comments:

## **Supervision/Coordination of the Delivery of Special Education Program/Services**

Coordinate and facilities meetings, conducts visits/observations of classrooms, maintains student data, provides guidance and technical support, etc.

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

Comments:

## **Interpersonal Skills**

1) Interaction with staff, students, parents and school administrators.

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

2) The participation and meaningful contributions to other members of the educational teams.

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

Comments:

### **Organizational Skills**

Management of schedules, preparation for meetings, meeting timelines, and management of required information/data/paperwork.

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

Comments:

### **Communication**

1) Oral communication at department meetings, problem solving meetings, screenings, prediagnostic meetings, and staffings.

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

2) Communication in the form of memoranda, reports, evaluations, etc.

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

3) Thoroughness and quality of reports, evaluations, etc.

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

4) Maintains communication with administrators, staff, parents/guardians.

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

Comments:

### **Professionalism**

Maintains professional demeanor, appropriate dress, and is courteous and considerate of other individuals

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

Comments:

**Facilitation of Staffings, Meetings (if applicable)**

The ability to manage meetings, staffings, etc. in an organized, thorough and time efficient manner.

E: \_\_\_ P: \_\_\_ N: \_\_\_ U: \_\_\_

Comments:

Other Information:

**Overall Rating:**    Excellent    Proficient    Needs Improvement    Unsatisfactory

\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_  
Title of Person Completing Form

\_\_\_\_\_  
Signature of Employee Being Evaluated

\_\_\_\_\_  
Title of Employee Being Evaluated

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Date Completed: