

READS COLLABORATIVE
INTERPRETER EVALUATION FORM

Employee Name:

Date:

Position:

Evaluator:

Program:

Statement of Purpose: Performance evaluations are to be used to provide constructive criticism to staff to further professional growth and therefore enhance program quality, to provide staff recognition, to assess a staff person's abilities in terms of the job description, and to create a flow of information between supervisor, staff, and program for the purpose of developing professional development activities.

Rating Scale:

1. Performance in this area is consistently effective; educational practices are superior. Professional behaviors are demonstrated at the highest level of performance.
 2. Performance in this area is generally above expected standards. Educational practices are generally above average. Although performance exceeds minimum requirements, further professional growth is warranted.
 3. Performance in this area meets the basic standards for the position. Educational practices are at an acceptable level. Supervision and assistance may be offered in order for the individual to have the opportunity to achieve a higher level of performance.
 4. Performance in this area demonstrates unacceptable job performance. The individual needs more development and/or assistance to attain competence.
- A. ___ Demonstrates ability to adjust to the individual interpreting needs of the student.
- B. ___ Demonstrates ability to accurately translate spoken English to American Sign
"*****"Language.
- C. ___ Demonstrates ability to accurately translate sign language to English (i.e. reverse
"*****"interpreting)
- D. ___ Demonstrates appropriate effective aspects of sign communication (e.g., body
"*****"language)
- E. ___ Demonstrates a good understanding of the RID Code of Ethics.
- F. ___ Demonstrates interest in professional development including workshops and
"*****"professional certification

- G. ___ Demonstrates flexibility in meeting the changing interpreting needs of the
"*****" program
- H. ___ Demonstrates good rapport with students.
- I. ___ Demonstrates good rapport with staff.
- J. ___ Demonstrates awareness of rules and regulations as they apply to the READS Collaborative and the host school (e.g., punctuality, use of time, etc.)

Comments:

Personal Planning Objectives

Directions: This is a joint process to be done after completing and reviewing the evaluation form. The initial meeting at which the evaluation form is completed will take place in the fall of each school year. Directly following this meeting, 1-2 Personal Planning Objectives will be developed by the staff person with assistance of the supervisor. Progress towards these objectives will be reviewed by the staff person and the supervisor in the spring before the end of the school year.

First meeting date: September 1 to October 31

Progress meeting date: March 15 to May 15

Areas to be developed:

- 1.
- 2.

Plan for improvement:

Observable outcome of improvement:

Assistance required from supervisor: