



ATTACHMENT G

Criteria for the Evaluation of Sign Language Interpreter, Performance

HORIZON SCHOOL DIVISION

Employee Evaluation: Sign Language Interpreter

SECTION ONE

Introduction

Name _____
Start Date for Current Position _____
Evaluator _____
Date _____

Reason for evaluation:

- Employee request
- To determine if newly promoted employee meets standards
- Employee has not developed and implemented a Growth Plan
- Employee may not be meeting the Sign Language Interpreter Performance Areas
- 120 Days Probationary evaluation process for employees new to the division (120 Days Worked)
- Other (Please Indicate) _____

SECTION TWO

Sign Language Interpreter – Quality Standards

Within the expectations of the Sign Language Interpreter position, the employee will be evaluated within four performance areas: Organization and Preparation; Interpersonal Skills and Professional Attributes; Supporting School Operations, and Supporting the Learning Community.

- All areas should be marked as proficient, needs improvement, or not applicable. For the purposes of this form, “proficient” describes job performance that meets the minimum standard of performance in each area. “needs improvement” describes job performance that does not meet the acceptable standard in an area
- All marked “needs improvement” must be accompanied by supporting documentation (i.e. anecdotal comments).

This document sets out PERFORMANCE AREAS. The KEY INDICATORS for each performance area identify the activities that Sign Language Interpreters undertake as they go through their day-to-day work. The DESCRIPTORS support the key indicators, though evidence of all descriptors would not be expected at all times.

PERFORMANCE AREA: ORGANIZATION AND PREPARATION

KEY INDICATOR: The Sign Language Interpreter demonstrates evidence of effective organization and preparation

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
• Arrives on time and is prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models and utilizes time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Uses time effectively (includes attendance, punctuality, setting of priorities, keeping to schedules).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE AREA: INTERPERSONAL SKILLS AND PROFESSIONAL ATTRIBUTES

KEY INDICATOR: The Sign Language Interpreter demonstrates effective interpersonal skills and professional attributes.

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
• Demonstrates respect for students, parents/guardians, staff and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrates excellent communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains a high standard of confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communicates appropriately within different environments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shows initiative and confidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains appropriate personal hygiene and appearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models appropriate behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains professional space and proper etiquette.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Works as a TEAM member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Participates in staff professional development days, training or seminars as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE AREA: SUPPORTING SCHOOL OPERATIONS

KEY INDICATOR: The Sign Language Interpreter effectively supports school operations.

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
• The Sign Language Interpreter is a member of the student's Learning Team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Facilitates and assists with the ordering and monitoring of materials and equipment from the Alberta Education Specialized Services for Visually Impaired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Sign Language Interpreter facilitates communication between the student, administration, teacher, hearing peers and staff as directed by the teacher and supervised by the Principal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Performs other related duties as required by the school principal or designate.

PERFORMANCE AREA: SUPPORTING THE LEARNING COMMUNITY

KEY INDICATOR: The Sign Language Interpreter effectively supports the learning community.

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
• Contributes to a positive classroom and school culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Performs interpreting for deaf and hard of hearing students, facilitating communication while ensuring integrity and impartiality in the process, in accordance with performance standards, policies, practices and regulations specific to Horizon.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provides one-on-one support in the use of specialized equipment, e.g., listening devices, assistive technology, teletypewriter and closed-captioning machines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Participates in ongoing professional development and training to maintain accuracy and proficiency in Braille transcription/translation software as well as assistive technologies and software for students with visual impairments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DECISION

- Completed probationary process. Overall is meeting the expected performance areas.
- Recommendation for termination

EVALUATOR'S COMMENTS

 Support Staff Signature
(acknowledging receipt of report)

 Date

 Support Staff Supervisor Signature

 Date

 School Administrator/Facility Supervisor Signature

 Date

- Original copy goes to Human Resources for employee's file
- Copy to Employee
- Copy to Principal or Supervisor