

SPANISH-AMERICAN INSTITUTE

240 West 35 Street • NYC, NY 10001 • 212.840.7111 • fax: 646.766.0302 • www.sai.nyc • info@sai.nyc
<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Rasha Abd El Rasol
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. understands their duties and responsibilities
2. knows the person(s) to whom they should report and
3. understands the standards by which success in their work is measured

This year, we would like to use the “Self-Evaluation” format when completing this form.

Please take a few minutes to:

- a) complete the attached form this week by making a brief, honest evaluation of yourself on the form in each of the areas listed and
- b) bring the completed form to Room One next week so we may discuss the evaluation and place a signed copy in your file in fulfillment of accreditation standards.

Many thanks.

dvf

Spanish-American Institute

STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Rasha Abd El Rasol
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

1. understand their duties and responsibilities
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Since your job requires significant public contact, job performance (as summarized below) is evaluated by observing how your:

- Work Skills
- Interpersonal Skills and
- Personal Characteristics

impact on your relations with students, faculty, and fellow staff members.

Suggestions for change and improvement are made through daily dialogue with supervisory personnel, periodic staff meetings and memoranda. Peer coaching is a heavily used training technique.

This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

	Satisfactory	Needs Improvement	Not Applicable
Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Rasha Abd El Rasol** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

NOTE: Please sign the evaluation report indicating that you have discussed and read the evaluation. Your signature does not imply agreement with the evaluation. If you wish to comment on it, you may do so. Your comments will be attached to and filed with this evaluation.

1. I have received a Job Description Summary Form.
2. I understand my duties and responsibilities.
3. I know the person to whom I should report.
4. I understand the standards by which the success of my work is measured.

X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Rasha Abd El Rasol

Mission Statement

The Spanish-American Institute's mission is to provide effective English language skills training to individuals.

Philosophy

The Institute believes that students are more likely to begin and to successfully complete English language training when English For Specific Purposes courses (i.e. courses in other areas that are premised on language learning while having other content are combined with ESL-Only courses,.

Objectives

The Institute implements this philosophy through the establishment and maintenance of an effective faculty, the development of English For Specific Purposes business and computer courses as well as traditional ESL only courses, and the integration of a varied English as a Second Language course sequence.

The "Plus" courses of the ESL-Plus Course of Study have been reviewed within the context of English for Special Purposes (ESP) methodology and pedagogy. The curriculum components for the ESP courses have goals, objectives, and student learning outcomes that are premised on language learning while having other content.

Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Rasha Abd El Rasol** (...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

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Job descriptions for Faculty Student Services Associates and Student-Services Associates include responsibility to further the mission of the Institute by:

1. providing information to prospective students
2. assisting with enrollments
3. accurately maintaining records of student class, hour and program changes
4. providing clerical support to the faculty and administration
5. reviewing admissions files for completeness
6. collecting student retention and placement data
7. aiding in student transfer in and out activities
8. posting student tuition payments to individual student payment records
9. assisting in the orientation of new students
10. maintaining contact with students
11. providing new students with information on Institute policies, requirements and services
12. identifying and contacting students with poor attendance patterns
13. providing educational and personal advising and advice on good study habits
14. following up on student records
15. providing students with tuition payment receipts
16. checking teacher attendance sheets for completeness and timely submission
17. verifying teacher grade report forms for completeness and timely submission
18. reporting deficiencies in grade and attendance reports to the administration
19. preparing weekly student attendance and bi-monthly grade rosters
20. preparing and emailing student attendance and arrears letters
21. follow up receipt of transcripts
22. participating in the development and implementation of activities by all members of the Institute staff to assure ongoing student orientation provided including
 - a) adjusting to the course of study,
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 - c) orientation after enrolling,
 - d) orientation initial period after starting classes,
 - e) ongoing mentoring and orientation activities,
 - f) adjustment to surrounding culture and community,
 - g) understanding immigration regulations and procedures,
 - h) understanding health and safety issues,
 - i) importance of medical insurance,
 - j) health and safety issues in and out of school.
23. performing such other functions as the Board of Directors or the President may from time-to-time deem necessary to promote the well-being of the Institute and its students in the furtherance of the Institute's mission
24. All Student-Services Associates & Faculty Student Services Associates assure that student admission eligibility requirements in the areas of documentation of prior education, information showing means of support for an academic term, I-20 copies, national identity document personal data page, etc. are included in each student's file.

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EVALUATION DATE:
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July 2017
Dante V. Ferraro, President
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Satisfactory

Needs Improvement

Not Applicable

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Other (specify)			

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Attendance			
Punctuality			
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(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Anna Agarkova** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Anna Agarkova

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Spanish-American Institute

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Many thanks.

dvf

Spanish-American Institute

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STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Maria Flor Aizpun
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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Satisfactory

Needs Improvement

Not Applicable

	Satisfactory	Needs Improvement	Not Applicable
Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
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C. PERSONAL CHARACTERISTICS

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Resourcefulness			
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Punctuality			
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Other - Positive Nature			

(continued . .)

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Page 2 of 100 pages

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Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Maria Flor Aizpun** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Maria Flor Aizpun

Mission Statement

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Spanish-American Institute

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Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Jenny Arbai
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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Satisfactory

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Not Applicable

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C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Jenny Arbai** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Jenny Arbai

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REPORT TO:

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for **Andrey Armyakov** (...continuation)

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Date: **July 2017**

X _____

Signature of Staff Member
Andrey Armyakov

Mission Statement

The Spanish-American Institute's mission is to provide effective English language skills training to individuals.

Philosophy

The Institute believes that students are more likely to begin and to successfully complete English language training when English For Specific Purposes courses (i.e. courses in other areas that are premised on language learning while having other content are combined with ESL-Only courses,.

Objectives

The Institute implements this philosophy through the establishment and maintenance of an effective faculty, the development of English For Specific Purposes business and computer courses as well as traditional ESL only courses, and the integration of a varied English as a Second Language course sequence.

The "Plus" courses of the ESL-Plus Course of Study have been reviewed within the context of English for Special Purposes (ESP) methodology and pedagogy. The curriculum components for the ESP courses have goals, objectives, and student learning outcomes that are premised on language learning while having other content.

Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Andrey Armyakov** (...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

Student-Services Associates & Faculty Student Services Associates are supervised by the President, Dante V. Ferraro.

Although the President retains primary supervisory responsibility for each, the President may delegate specific daily supervisory functions to specific Deans or specific Faculty Student-Services Associates or other administrative personnel or faculty members.

Job descriptions for Faculty Student Services Associates and Student-Services Associates include responsibility to further the mission of the Institute by:

1. providing information to prospective students
2. assisting with enrollments
3. accurately maintaining records of student class, hour and program changes
4. providing clerical support to the faculty and administration
5. reviewing admissions files for completeness
6. collecting student retention and placement data
7. aiding in student transfer in and out activities
8. posting student tuition payments to individual student payment records
9. assisting in the orientation of new students
10. maintaining contact with students
11. providing new students with information on Institute policies, requirements and services
12. identifying and contacting students with poor attendance patterns
13. providing educational and personal advising and advice on good study habits
14. following up on student records
15. providing students with tuition payment receipts
16. checking teacher attendance sheets for completeness and timely submission
17. verifying teacher grade report forms for completeness and timely submission
18. reporting deficiencies in grade and attendance reports to the administration
19. preparing weekly student attendance and bi-monthly grade rosters
20. preparing and emailing student attendance and arrears letters
21. follow up receipt of transcripts
22. participating in the development and implementation of activities by all members of the Institute staff to assure ongoing student orientation provided including
 - a) adjusting to the course of study,
 - b) pre-enrollment orientation,
 - c) orientation after enrolling,
 - d) orientation initial period after starting classes,
 - e) ongoing mentoring and orientation activities,
 - f) adjustment to surrounding culture and community,
 - g) understanding immigration regulations and procedures,
 - h) understanding health and safety issues,
 - i) importance of medical insurance,
 - j) health and safety issues in and out of school.
23. performing such other functions as the Board of Directors or the President may from time-to-time deem necessary to promote the well-being of the Institute and its students in the furtherance of the Institute's mission
24. All Student-Services Associates & Faculty Student Services Associates assure that student admission eligibility requirements in the areas of documentation of prior education, information showing means of support for an academic term, I-20 copies, national identity document personal data page, etc. are included in each student's file.

SPANISH-AMERICAN INSTITUTE

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Naomi Avraham
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. understands their duties and responsibilities
2. knows the person(s) to whom they should report and
3. understands the standards by which success in their work is measured

This year, we would like to use the “Self-Evaluation” format when completing this form.

Please take a few minutes to:

- a) complete the attached form this week by making a brief, honest evaluation of yourself on the form in each of the areas listed and
- b) bring the completed form to Room One next week so we may discuss the evaluation and place a signed copy in your file in fulfillment of accreditation standards.

Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Naomi Avraham
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

1. understand their duties and responsibilities
2. knows the person(s) to whom they should report and
3. understands the standards by which success in their work is measured.

Since your job requires significant public contact, job performance (as summarized below) is evaluated by observing how your:

- Work Skills
- Interpersonal Skills and
- Personal Characteristics

impact on your relations with students, faculty, and fellow staff members.

Suggestions for change and improvement are made through daily dialogue with supervisory personnel, periodic staff meetings and memoranda. Peer coaching is a heavily used training technique.

This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Naomi Avraham** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

NOTE: Please sign the evaluation report indicating that you have discussed and read the evaluation. Your signature does not imply agreement with the evaluation. If you wish to comment on it, you may do so. Your comments will be attached to and filed with this evaluation.

1. I have received a Job Description Summary Form.
2. I understand my duties and responsibilities.
3. I know the person to whom I should report.
4. I understand the standards by which the success of my work is measured.

X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Naomi Avraham

Mission Statement

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Philosophy

The Institute believes that students are more likely to begin and to successfully complete English language training when English For Specific Purposes courses (i.e. courses in other areas that are premised on language learning while having other content are combined with ESL-Only courses,.

Objectives

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for Naomi Avraham (...continuation)

Job Description: SUPPORT STAFF

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Ana Cachafeiro Zazo
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. understands their duties and responsibilities
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Please take a few minutes to:

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Many thanks.

dvf

Spanish-American Institute

STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Ana Cachafeiro Zazo
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

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- Interpersonal Skills and
- Personal Characteristics

impact on your relations with students, faculty, and fellow staff members.

Suggestions for change and improvement are made through daily dialogue with supervisory personnel, periodic staff meetings and memoranda. Peer coaching is a heavily used training technique.

This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

	Satisfactory	Needs Improvement	Not Applicable
Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Ana Cachafeiro Zazo** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

NOTE: Please sign the evaluation report indicating that you have discussed and read the evaluation. Your signature does not imply agreement with the evaluation. If you wish to comment on it, you may do so. Your comments will be attached to and filed with this evaluation.

1. I have received a Job Description Summary Form.
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X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Ana Cachafeiro Zazo

Mission Statement

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Philosophy

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Ana Cachafeiro Zazo** (...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Caryn Davis
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. understands their duties and responsibilities
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Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Caryn Davis
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Caryn Davis** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

NOTE: Please sign the evaluation report indicating that you have discussed and read the evaluation. Your signature does not imply agreement with the evaluation. If you wish to comment on it, you may do so. Your comments will be attached to and filed with this evaluation.

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X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Caryn Davis

Mission Statement

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Philosophy

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Caryn Davis** (...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Gladys Diaz-Gladys
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

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Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Gladys Diaz-Gladys
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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Needs Improvement

Not Applicable

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Familiarity With Procedures			
Other (specify)			

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Other (specify)			

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Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Gladys Diaz-Gladys** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Gladys Diaz-Gladys

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Gladys Diaz-Gladys** (...continuation)

Job Description: SUPPORT STAFF

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Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Leonila Dolina
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

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- Work Skills
- Interpersonal Skills and
- Personal Characteristics

impact on your relations with students, faculty, and fellow staff members.

Suggestions for change and improvement are made through daily dialogue with supervisory personnel, periodic staff meetings and memoranda. Peer coaching is a heavily used training technique.

This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

A Not-For-Profit, Equal Educational Opportunity Language School

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Page 2 of 100 pages

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Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Leonila Dolina** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

NOTE: Please sign the evaluation report indicating that you have discussed and read the evaluation. Your signature does not imply agreement with the evaluation. If you wish to comment on it, you may do so. Your comments will be attached to and filed with this evaluation.

1. I have received a Job Description Summary Form.
2. I understand my duties and responsibilities.
3. I know the person to whom I should report.
4. I understand the standards by which the success of my work is measured.

X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Leonila Dolina

Mission Statement

The Spanish-American Institute's mission is to provide effective English language skills training to individuals.

Philosophy

The Institute believes that students are more likely to begin and to successfully complete English language training when English For Specific Purposes courses (i.e. courses in other areas that are premised on language learning while having other content are combined with ESL-Only courses,.

Objectives

The Institute implements this philosophy through the establishment and maintenance of an effective faculty, the development of English For Specific Purposes business and computer courses as well as traditional ESL only courses, and the integration of a varied English as a Second Language course sequence.

The "Plus" courses of the ESL-Plus Course of Study have been reviewed within the context of English for Special Purposes (ESP) methodology and pedagogy. The curriculum components for the ESP courses have goals, objectives, and student learning outcomes that are premised on language learning while having other content.

Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Leonila Dolina** (...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

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1. providing information to prospective students
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4. providing clerical support to the faculty and administration
5. reviewing admissions files for completeness
6. collecting student retention and placement data
7. aiding in student transfer in and out activities
8. posting student tuition payments to individual student payment records
9. assisting in the orientation of new students
10. maintaining contact with students
11. providing new students with information on Institute policies, requirements and services
12. identifying and contacting students with poor attendance patterns
13. providing educational and personal advising and advice on good study habits
14. following up on student records
15. providing students with tuition payment receipts
16. checking teacher attendance sheets for completeness and timely submission
17. verifying teacher grade report forms for completeness and timely submission
18. reporting deficiencies in grade and attendance reports to the administration
19. preparing weekly student attendance and bi-monthly grade rosters
20. preparing and emailing student attendance and arrears letters
21. follow up receipt of transcripts
22. participating in the development and implementation of activities by all members of the Institute staff to assure ongoing student orientation provided including
 - a) adjusting to the course of study,
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 - d) orientation initial period after starting classes,
 - e) ongoing mentoring and orientation activities,
 - f) adjustment to surrounding culture and community,
 - g) understanding immigration regulations and procedures,
 - h) understanding health and safety issues,
 - i) importance of medical insurance,
 - j) health and safety issues in and out of school.
23. performing such other functions as the Board of Directors or the President may from time-to-time deem necessary to promote the well-being of the Institute and its students in the furtherance of the Institute's mission
24. All Student-Services Associates & Faculty Student Services Associates assure that student admission eligibility requirements in the areas of documentation of prior education, information showing means of support for an academic term, I-20 copies, national identity document personal data page, etc. are included in each student's file.

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Dilyara Engulatova
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

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dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Dilyara Engulatova
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Dilyara Engulatova** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Dilyara Engulatova

Mission Statement

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Philosophy

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Dilyara Engulatova** (...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ **Leonardo Ferradino**
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. **understands their duties and responsibilities**
2. **knows the person(s) to whom they should report and**
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Many thanks.

dvf

Spanish-American Institute

STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Leonardo Ferradino
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

	Satisfactory	Needs Improvement	Not Applicable
Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

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Page 2 of 100 pages

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Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Leonardo Ferradino** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Leonardo Ferradino

Mission Statement

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Leonardo Ferradino** (...continuation)

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From: Dante V. Ferraro, President
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Date: July 2017

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Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Dante Ferraro
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
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Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
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Capacity for further development			
Other - Positive Nature			

(continued . .)

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Page 2 of 100 pages

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Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Dante Ferraro** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Dante Ferraro

Mission Statement

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Dante Ferraro** (...continuation)

Job Description: SUPPORT STAFF

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<http://www.facebook.com/studentclub>

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From: Dante V. Ferraro, President
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Date: July 2017

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dvf

Spanish-American Institute

STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Chrisitan Gallardo
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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Other (specify)			

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Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Chrisitan Gallardo** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Chrisitan Gallardo

Mission Statement

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Philosophy

The Institute believes that students are more likely to begin and to successfully complete English language training when English For Specific Purposes courses (i.e. courses in other areas that are premised on language learning while having other content are combined with ESL-Only courses,.

Objectives

The Institute implements this philosophy through the establishment and maintenance of an effective faculty, the development of English For Specific Purposes business and computer courses as well as traditional ESL only courses, and the integration of a varied English as a Second Language course sequence.

The "Plus" courses of the ESL-Plus Course of Study have been reviewed within the context of English for Special Purposes (ESP) methodology and pedagogy. The curriculum components for the ESP courses have goals, objectives, and student learning outcomes that are premised on language learning while having other content.

Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Chrisitan Gallardo** (...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

Student-Services Associates & Faculty Student Services Associates are supervised by the President, Dante V. Ferraro.

Although the President retains primary supervisory responsibility for each, the President may delegate specific daily supervisory functions to specific Deans or specific Faculty Student-Services Associates or other administrative personnel or faculty members.

Job descriptions for Faculty Student Services Associates and Student-Services Associates include responsibility to further the mission of the Institute by:

1. providing information to prospective students
2. assisting with enrollments
3. accurately maintaining records of student class, hour and program changes
4. providing clerical support to the faculty and administration
5. reviewing admissions files for completeness
6. collecting student retention and placement data
7. aiding in student transfer in and out activities
8. posting student tuition payments to individual student payment records
9. assisting in the orientation of new students
10. maintaining contact with students
11. providing new students with information on Institute policies, requirements and services
12. identifying and contacting students with poor attendance patterns
13. providing educational and personal advising and advice on good study habits
14. following up on student records
15. providing students with tuition payment receipts
16. checking teacher attendance sheets for completeness and timely submission
17. verifying teacher grade report forms for completeness and timely submission
18. reporting deficiencies in grade and attendance reports to the administration
19. preparing weekly student attendance and bi-monthly grade rosters
20. preparing and emailing student attendance and arrears letters
21. follow up receipt of transcripts
22. participating in the development and implementation of activities by all members of the Institute staff to assure ongoing student orientation provided including
 - a) adjusting to the course of study,
 - b) pre-enrollment orientation,
 - c) orientation after enrolling,
 - d) orientation initial period after starting classes,
 - e) ongoing mentoring and orientation activities,
 - f) adjustment to surrounding culture and community,
 - g) understanding immigration regulations and procedures,
 - h) understanding health and safety issues,
 - i) importance of medical insurance,
 - j) health and safety issues in and out of school.
23. performing such other functions as the Board of Directors or the President may from time-to-time deem necessary to promote the well-being of the Institute and its students in the furtherance of the Institute's mission
24. All Student-Services Associates & Faculty Student Services Associates assure that student admission eligibility requirements in the areas of documentation of prior education, information showing means of support for an academic term, I-20 copies, national identity document personal data page, etc. are included in each student's file.

SPANISH-AMERICAN INSTITUTE

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Ilya Gogin
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. understands their duties and responsibilities
2. knows the person(s) to whom they should report and
3. understands the standards by which success in their work is measured

This year, we would like to use the “Self-Evaluation” format when completing this form.

Please take a few minutes to:

- a) complete the attached form this week by making a brief, honest evaluation of yourself on the form in each of the areas listed and
- b) bring the completed form to Room One next week so we may discuss the evaluation and place a signed copy in your file in fulfillment of accreditation standards.

Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Ilya Gogin
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

1. understand their duties and responsibilities
2. knows the person(s) to whom they should report and
3. understands the standards by which success in their work is measured.

Since your job requires significant public contact, job performance (as summarized below) is evaluated by observing how your:

- Work Skills
- Interpersonal Skills and
- Personal Characteristics

impact on your relations with students, faculty, and fellow staff members.

Suggestions for change and improvement are made through daily dialogue with supervisory personnel, periodic staff meetings and memoranda. Peer coaching is a heavily used training technique.

This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Ilya Gogin** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

NOTE: Please sign the evaluation report indicating that you have discussed and read the evaluation. Your signature does not imply agreement with the evaluation. If you wish to comment on it, you may do so. Your comments will be attached to and filed with this evaluation.

1. I have received a Job Description Summary Form.
2. I understand my duties and responsibilities.
3. I know the person to whom I should report.
4. I understand the standards by which the success of my work is measured.

X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Ilya Gogin

Mission Statement

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Philosophy

The Institute believes that students are more likely to begin and to successfully complete English language training when English For Specific Purposes courses (i.e. courses in other areas that are premised on language learning while having other content are combined with ESL-Only courses,.

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Ilya Gogin** (...continuation)

Job Description: SUPPORT STAFF

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Mary Helen Gomez-MaryHelen
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

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Many thanks.

dvf

Spanish-American Institute

STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Mary Helen Gomez-MaryHelen
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

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This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Mary Helen Gomez-MaryHelen** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

NOTE: Please sign the evaluation report indicating that you have discussed and read the evaluation. Your signature does not imply agreement with the evaluation. If you wish to comment on it, you may do so. Your comments will be attached to and filed with this evaluation.

1. I have received a Job Description Summary Form.
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4. I understand the standards by which the success of my work is measured.

X_____

Signature of Evaluator
Dante V. Ferraro, President
Date: **July 2017**

X_____

Signature of Staff Member
Mary Helen Gomez-MaryHelen

Mission Statement

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Philosophy

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Mary Helen Gomez-MaryHelen**

(...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Lyudmila Klavtsen
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. understands their duties and responsibilities
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Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Lyudmila Klavtsen
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

A Not-For-Profit, Equal Educational Opportunity Language School

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Page 2 of 100 pages

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Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Lyudmila Klavtsen** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Lyudmila Klavtsen

Mission Statement

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Philosophy

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Lyudmila Klavtsen** (...continuation)

Job Description: SUPPORT STAFF

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Date: July 2017

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Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Ildelisa Lopez
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Ildelisa Lopez** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Ildelisa Lopez

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Ildelisa Lopez** (...continuation)

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Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. **understands their duties and responsibilities**
2. **knows the person(s) to whom they should report and**
3. **understands the standards by which success in their work is measured**

This year, we would like to use the “Self-Evaluation” format when completing this form.

Please take a few minutes to:

- a) complete the attached form this week by making a brief, honest evaluation of yourself on the form in each of the areas listed and
- b) bring the completed form to Room One next week so we may discuss the evaluation and place a signed copy in your file in fulfillment of accreditation standards.

Many thanks.

dvf

Spanish-American Institute

STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Maria A. Machado
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

1. understand their duties and responsibilities
2. knows the person(s) to whom they should report and
3. understands the standards by which success in their work is measured.

Since your job requires significant public contact, job performance (as summarized below) is evaluated by observing how your:

- Work Skills
- Interpersonal Skills and
- Personal Characteristics

impact on your relations with students, faculty, and fellow staff members.

Suggestions for change and improvement are made through daily dialogue with supervisory personnel, periodic staff meetings and memoranda. Peer coaching is a heavily used training technique.

This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Maria A. Machado** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

NOTE: Please sign the evaluation report indicating that you have discussed and read the evaluation. Your signature does not imply agreement with the evaluation. If you wish to comment on it, you may do so. Your comments will be attached to and filed with this evaluation.

1. I have received a Job Description Summary Form.
2. I understand my duties and responsibilities.
3. I know the person to whom I should report.
4. I understand the standards by which the success of my work is measured.

X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Maria A. Machado

Mission Statement

The Spanish-American Institute's mission is to provide effective English language skills training to individuals.

Philosophy

The Institute believes that students are more likely to begin and to successfully complete English language training when English For Specific Purposes courses (i.e. courses in other areas that are premised on language learning while having other content are combined with ESL-Only courses,.

Objectives

The Institute implements this philosophy through the establishment and maintenance of an effective faculty, the development of English For Specific Purposes business and computer courses as well as traditional ESL only courses, and the integration of a varied English as a Second Language course sequence.

The "Plus" courses of the ESL-Plus Course of Study have been reviewed within the context of English for Special Purposes (ESP) methodology and pedagogy. The curriculum components for the ESP courses have goals, objectives, and student learning outcomes that are premised on language learning while having other content.

Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Maria A. Machado** (...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

Student-Services Associates & Faculty Student Services Associates are supervised by the President, Dante V. Ferraro.

Although the President retains primary supervisory responsibility for each, the President may delegate specific daily supervisory functions to specific Deans or specific Faculty Student-Services Associates or other administrative personnel or faculty members.

Job descriptions for Faculty Student Services Associates and Student-Services Associates include responsibility to further the mission of the Institute by:

1. providing information to prospective students
2. assisting with enrollments
3. accurately maintaining records of student class, hour and program changes
4. providing clerical support to the faculty and administration
5. reviewing admissions files for completeness
6. collecting student retention and placement data
7. aiding in student transfer in and out activities
8. posting student tuition payments to individual student payment records
9. assisting in the orientation of new students
10. maintaining contact with students
11. providing new students with information on Institute policies, requirements and services
12. identifying and contacting students with poor attendance patterns
13. providing educational and personal advising and advice on good study habits
14. following up on student records
15. providing students with tuition payment receipts
16. checking teacher attendance sheets for completeness and timely submission
17. verifying teacher grade report forms for completeness and timely submission
18. reporting deficiencies in grade and attendance reports to the administration
19. preparing weekly student attendance and bi-monthly grade rosters
20. preparing and emailing student attendance and arrears letters
21. follow up receipt of transcripts
22. participating in the development and implementation of activities by all members of the Institute staff to assure ongoing student orientation provided including
 - a) adjusting to the course of study,
 - b) pre-enrollment orientation,
 - c) orientation after enrolling,
 - d) orientation initial period after starting classes,
 - e) ongoing mentoring and orientation activities,
 - f) adjustment to surrounding culture and community,
 - g) understanding immigration regulations and procedures,
 - h) understanding health and safety issues,
 - i) importance of medical insurance,
 - j) health and safety issues in and out of school.
23. performing such other functions as the Board of Directors or the President may from time-to-time deem necessary to promote the well-being of the Institute and its students in the furtherance of the Institute's mission
24. All Student-Services Associates & Faculty Student Services Associates assure that student admission eligibility requirements in the areas of documentation of prior education, information showing means of support for an academic term, I-20 copies, national identity document personal data page, etc. are included in each student's file.

SPANISH-AMERICAN INSTITUTE

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ AnaDesiree Maldonado
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

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2. knows the person(s) to whom they should report and
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Many thanks.

dvf

Spanish-American Institute

STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

AnaDesiree Maldonado
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

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This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **AnaDesiree Maldonado** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
AnaDesiree Maldonado

Mission Statement

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Philosophy

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Objectives

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **AnaDesiree Maldonado**

(...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ E. Karina Rodriguez
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. understands their duties and responsibilities
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Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

E. Karina Rodriguez
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

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This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **E. Karina Rodriguez** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
E. Karina Rodriguez

Mission Statement

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Philosophy

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **E. Karina Rodriguez** (...continuation)

Job Description: SUPPORT STAFF

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SPANISH-AMERICAN INSTITUTE

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Ivelisse Rymer
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. understands their duties and responsibilities
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Many thanks.

dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Ivelisse Rymer
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

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This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Ivelisse Rymer** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

NOTE: Please sign the evaluation report indicating that you have discussed and read the evaluation. Your signature does not imply agreement with the evaluation. If you wish to comment on it, you may do so. Your comments will be attached to and filed with this evaluation.

1. I have received a Job Description Summary Form.
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X_____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X_____

Signature of Staff Member
Ivelisse Rymer

Mission Statement

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Philosophy

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Ivelisse Rymer** (...continuation)

Job Description: SUPPORT STAFF

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dvf

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Paul Schiffman
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

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Needs Improvement

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Other (specify)			

B. INTERPERSONAL SKILLS

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Interaction with administrators			
Interaction with colleagues			
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Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . . .)

A Not-For-Profit, Equal Educational Opportunity Language School

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Page 2 of 100 pages

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Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Paul Schiffman** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

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X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Paul Schiffman

Mission Statement

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The "Plus" courses of the ESL-Plus Course of Study have been reviewed within the context of English for Special Purposes (ESP) methodology and pedagogy. The curriculum components for the ESP courses have goals, objectives, and student learning outcomes that are premised on language learning while having other content.

Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Paul Schiffman** (...continuation)

Job Description: SUPPORT STAFF

STUDENT-SERVICES ASSOCIATES & Faculty Student Services Associates

Student-Services Associates & Faculty Student Services Associates are supervised by the President, Dante V. Ferraro.

Although the President retains primary supervisory responsibility for each, the President may delegate specific daily supervisory functions to specific Deans or specific Faculty Student-Services Associates or other administrative personnel or faculty members.

Job descriptions for Faculty Student Services Associates and Student-Services Associates include responsibility to further the mission of the Institute by:

1. providing information to prospective students
2. assisting with enrollments
3. accurately maintaining records of student class, hour and program changes
4. providing clerical support to the faculty and administration
5. reviewing admissions files for completeness
6. collecting student retention and placement data
7. aiding in student transfer in and out activities
8. posting student tuition payments to individual student payment records
9. assisting in the orientation of new students
10. maintaining contact with students
11. providing new students with information on Institute policies, requirements and services
12. identifying and contacting students with poor attendance patterns
13. providing educational and personal advising and advice on good study habits
14. following up on student records
15. providing students with tuition payment receipts
16. checking teacher attendance sheets for completeness and timely submission
17. verifying teacher grade report forms for completeness and timely submission
18. reporting deficiencies in grade and attendance reports to the administration
19. preparing weekly student attendance and bi-monthly grade rosters
20. preparing and emailing student attendance and arrears letters
21. follow up receipt of transcripts
22. participating in the development and implementation of activities by all members of the Institute staff to assure ongoing student orientation provided including
 - a) adjusting to the course of study,
 - b) pre-enrollment orientation,
 - c) orientation after enrolling,
 - d) orientation initial period after starting classes,
 - e) ongoing mentoring and orientation activities,
 - f) adjustment to surrounding culture and community,
 - g) understanding immigration regulations and procedures,
 - h) understanding health and safety issues,
 - i) importance of medical insurance,
 - j) health and safety issues in and out of school.
23. performing such other functions as the Board of Directors or the President may from time-to-time deem necessary to promote the well-being of the Institute and its students in the furtherance of the Institute's mission
24. All Student-Services Associates & Faculty Student Services Associates assure that student admission eligibility requirements in the areas of documentation of prior education, information showing means of support for an academic term, I-20 copies, national identity document personal data page, etc. are included in each student's file.

SPANISH-AMERICAN INSTITUTE

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<http://www.facebook.com/studentclub>

To: All Institute Staff ~ Thomas S. Schwenke
From: Dante V. Ferraro, President
RE: 2017 Staff Evaluations With Job Description & Mission Statement
Date: July 2017

There follows your 2017 Staff Evaluation Form With Job Description.

It is distributed to assure that each staff member:

1. understands their duties and responsibilities
2. knows the person(s) to whom they should report and
3. understands the standards by which success in their work is measured

This year, we would like to use the “Self-Evaluation” format when completing this form.

Please take a few minutes to:

- a) complete the attached form this week by making a brief, honest evaluation of yourself on the form in each of the areas listed and
- b) bring the completed form to Room One next week so we may discuss the evaluation and place a signed copy in your file in fulfillment of accreditation standards.

Many thanks.

dvf

Spanish-American Institute

STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Thomas S. Schwenke
July 2017
Dante V. Ferraro, President
Paul Schiffman, Student Services Dean

This form describes staff performance standards and monitoring controls. Together with Staff Job Descriptions, it allows each staff members to:

1. understand their duties and responsibilities
2. knows the person(s) to whom they should report and
3. understands the standards by which success in their work is measured.

Since your job requires significant public contact, job performance (as summarized below) is evaluated by observing how your:

- Work Skills
- Interpersonal Skills and
- Personal Characteristics

impact on your relations with students, faculty, and fellow staff members.

Suggestions for change and improvement are made through daily dialogue with supervisory personnel, periodic staff meetings and memoranda. Peer coaching is a heavily used training technique.

This form summarizes current observations

A. WORK SKILLS

Satisfactory

Needs Improvement

Not Applicable

Planning/organization			
Oral Communication			
Written Communication			
Use of Equipment			
Knowledge of Curriculum			
Familiarity With Procedures			
Other (specify)			

B. INTERPERSONAL SKILLS

Interaction with students			
Interaction with teachers			
Interaction with administrators			
Interaction with colleagues			
Interaction with public			
Other (specify)			

C. PERSONAL CHARACTERISTICS

Dependability			
Resourcefulness			
Attendance			
Punctuality			
Capacity for further development			
Other - Positive Nature			

(continued . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Thomas S. Schwenke** (...continuation)

COMMENDATIONS: exceptional areas of excellence

RECOMMENDATIONS: areas requiring improvement

NOTE: Please sign the evaluation report indicating that you have discussed and read the evaluation. Your signature does not imply agreement with the evaluation. If you wish to comment on it, you may do so. Your comments will be attached to and filed with this evaluation.

1. I have received a Job Description Summary Form.
2. I understand my duties and responsibilities.
3. I know the person to whom I should report.
4. I understand the standards by which the success of my work is measured.

X _____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X _____

Signature of Staff Member
Thomas S. Schwenke

Mission Statement

The Spanish-American Institute's mission is to provide effective English language skills training to individuals.

Philosophy

The Institute believes that students are more likely to begin and to successfully complete English language training when English For Specific Purposes courses (i.e. courses in other areas that are premised on language learning while having other content are combined with ESL-Only courses,.

Objectives

The Institute implements this philosophy through the establishment and maintenance of an effective faculty, the development of English For Specific Purposes business and computer courses as well as traditional ESL only courses, and the integration of a varied English as a Second Language course sequence.

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Spanish-American Institute

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Job Description: SUPPORT STAFF

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To: All Institute Staff ~ Irina Zatulovski
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Date: July 2017

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Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

STAFFER'S NAME:
EVALUATION DATE:
REPORT TO:

Irina Zatulovski
July 2017
Dante V. Ferraro, President
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(continued . . .)

Spanish-American Institute
STAFF EVALUATION FORM With Job Description 2017

for **Irina Zatulovski** (...continuation)

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RECOMMENDATIONS: areas requiring improvement

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X_____

Signature of Evaluator
Dante V. Ferraro, President

Date: **July 2017**

X_____

Signature of Staff Member
Irina Zatulovski

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Spanish-American Institute

2017 STAFF EVALUATION FORM With Job Description for **Irina Zatulovski** (...continuation)

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