

2014-2015

Standard I: Job Competency				
Basic	Partially Proficient	Proficient	Accomplished	Exemplary
Element A: Occupational knowledge and skills as outlined by the job description				
<input type="checkbox"/> Maintains required certifications Demonstrates understanding of... <input type="radio"/> Job processes <input type="radio"/> Job procedures <input type="radio"/> Job equipment and/or programs	<input type="radio"/> Understanding of regulations <input type="radio"/> Seeks clarification to develop greater understanding	Demonstrates depth of job-related knowledge of... <input type="radio"/> Processes <input type="radio"/> Procedures <input type="radio"/> Regulations <input type="radio"/> Equipment and/or programs	<input type="radio"/> Trains others <input type="radio"/> Shares ideas and knowledge <input type="radio"/> Seeks to expand and improve job skills	<input type="radio"/> Others recognize knowledge and seek assistance <input type="radio"/> Demonstrates a high level of expertise with job-related skills
Element B: Time management and flexibility				
<input type="radio"/> Recognizes tasks and timelines <input type="checkbox"/> Implements required changes <input type="radio"/> Demonstrates a willingness to learn new skills	<input type="radio"/> Seeks input regarding prioritization as needed <input type="checkbox"/> Evidence of a time management system <input type="radio"/> Deals with interruptions and unanticipated work appropriately <input type="radio"/> Supports change	<input type="checkbox"/> Consistently prioritizes and completes tasks on time <input type="radio"/> Effectively makes adjustments	<input type="checkbox"/> Implements ways to make things run more smoothly <input type="radio"/> Assists in leading and sustaining change efforts <input type="radio"/> Responds in the best interest of the educational community	<input type="radio"/> Serves as a model for task prioritization and completion
Element C: Problem solving and decision making				
<input type="radio"/> Participates in workable solutions	<input type="checkbox"/> Seeks solutions to job-related problems <input type="radio"/> Decisions reflect knowledge and good judgment	<input type="radio"/> Finds workable solutions to job-related problems <input type="radio"/> Decisions reflect depth of knowledge, judgment, and decisiveness	<input type="checkbox"/> Routinely and effectively analyzes and evaluates job-related issues <input type="checkbox"/> Proactively prevents potential problems	<input type="radio"/> Others recognize problem solving skills and seek assistance for effective solutions
<input type="radio"/> Professional Practice is OBSERVABLE during a classroom observation <input type="checkbox"/> Professional Practice is NOT OBSERVABLE during a classroom observation				

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Element D: Initiative				
<input type="radio"/> Completes job-related tasks	<input type="radio"/> Seeks feedback and clarification on job-related tasks <input type="radio"/> Willingly assists with unanticipated tasks outside of regular duties	<input type="radio"/> Functions productively with minimal supervision <input type="radio"/> Identifies and completes tasks beyond regular duties	<input type="radio"/> Functions independent of direct supervision <input type="radio"/> Anticipates and completes tasks beyond regular duties	<input type="radio"/> Significantly increases the efficiency of the department/school
Element E: District/School Support				
<input type="radio"/> Completes all required employee forms as requested by the school and District (i.e. user agreements, mandatory reporting form, handbook agreement,...)	<input type="checkbox"/> Understands policies and procedures outlined by the District and School <input type="checkbox"/> Understands building and District goals	Adheres to policies and procedures outline in... <input type="radio"/> District Handbook <input type="radio"/> School Handbook <input type="radio"/> Safety/Security Protocols <input type="radio"/> Conditions of Employment <input type="radio"/> Evaluation Handbook <input type="radio"/> Supports building and District goals	<input type="radio"/> Collaborates with building and/or District teams to evaluate policies, procedures, and/or goals	<input type="radio"/> Serves as a leader in implementing policies, procedures, and/or goals
<input type="radio"/> Professional Practice is OBSERVABLE during a classroom observation <input type="checkbox"/> Professional Practice is NOT OBSERVABLE during a classroom observation				

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Standard I Summary: Job Competency

Artifact Titles		Description						
		Element Ratings (points per rating)	B (0)	PP (1)	P (2)	A (3)	E (4)	Pts
a. Occupational knowledge and skills as outlined by the job description								
b. Time management and flexibility								
c. Problem solving and decision making								
d. Initiative								
e. District/School Support								
Total Points for Standard I								
B (0-4)	PP (5-9)	P (10-14)	A (15-19)	E (20-24)	Standard I Rating			
Evaluator Comments:								
Comments of the person being evaluated:								

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Standard II: Relationships				
Basic	Partially Proficient	Proficient	Accomplished	Exemplary
Element A: Teamwork				
<ul style="list-style-type: none"> <input type="radio"/> Attends required meetings <input type="radio"/> Demonstrates awareness of conflict <input type="radio"/> Follows the chain of command to resolve issues 	<ul style="list-style-type: none"> <input type="radio"/> Collaborates with members of the educational community <input type="radio"/> Willingly addresses conflict 	<ul style="list-style-type: none"> <input type="radio"/> Encourages cooperation and collaboration with colleagues <input type="radio"/> Works to recognize, resolve, and prevent conflict <input type="radio"/> Utilizes effective strategies to resolve issue(s) appropriately 	<ul style="list-style-type: none"> <input type="radio"/> Models the spirit of cooperation and collaboration <input type="radio"/> Anticipates potential conflict and takes necessary steps to prevent and/or minimize its effects 	<ul style="list-style-type: none"> <input type="checkbox"/> Increases the positive climate in the work environment
Element B: Communication				
<ul style="list-style-type: none"> <input type="radio"/> Defers questions to direct supervisor when unsure 	<ul style="list-style-type: none"> <input type="radio"/> Provides accurate and reliable information 	Communication is... <ul style="list-style-type: none"> <input type="radio"/> Effective <input type="radio"/> Helpful <input type="checkbox"/> Timely Written communication uses appropriate... <ul style="list-style-type: none"> <input type="checkbox"/> Tone <input type="checkbox"/> Grammar <input type="checkbox"/> Dignity <input type="checkbox"/> Clarity 	<ul style="list-style-type: none"> <input type="checkbox"/> Creates an environment where everyone feels safe to express ideas, opinions, and feelings 	<ul style="list-style-type: none"> <input type="checkbox"/> Increases the productivity, morale, and comfort in the environment due to communication skills
Element C: Stakeholder Relations				
<ul style="list-style-type: none"> <input type="checkbox"/> Identifies stakeholders related to job description <input type="radio"/> Seeks to understand the educational environment 	<ul style="list-style-type: none"> <input type="radio"/> Listens to concerns of stakeholders <input type="radio"/> Refers stakeholders to appropriate personnel and resources <input type="radio"/> Supports the mission and vision of the District and school 	<ul style="list-style-type: none"> <input type="radio"/> Effectively diffuses negative situations <input type="radio"/> Demonstrates empathetic listening skills <input type="radio"/> Provides accurate information to all stakeholders regarding aspects of the District 	<ul style="list-style-type: none"> <input type="radio"/> Seeks opportunities to connect with students, colleagues, and community members <input type="radio"/> Advocates for and addresses misconceptions regarding all aspects of the District 	<ul style="list-style-type: none"> <input type="radio"/> Serves as a model of ambassadorship for the District
<ul style="list-style-type: none"> <input type="radio"/> Professional Practice is OBSERVABLE during a classroom observation <input type="checkbox"/> Professional Practice is NOT OBSERVABLE during a classroom observation 				

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Standard II Summary: Relationships

Artifact Titles	Description

Element Ratings (points per rating)	B (0)	PP (1)	P (2)	A (3)	E (4)	Pts
a. Teamwork						
b. Communication						
c. Stakeholder Relations						

Total Points for Standard II						
B (0-1)	PP (2-4)	P (5-7)	A (8-10)	E (11-12)	Standard II Rating	

Evaluator Comments:

Comments of the person being evaluated:

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Standard III: Professionalism				
Basic	Partially Proficient	Proficient	Accomplished	Exemplary
Element A: Character				
<input type="radio"/> Adheres to contracted hours <input type="radio"/> Displays appropriate appearance and language for the position	<input type="radio"/> Shows concern for the well-being of others and treats people with dignity and respect	<input type="radio"/> Demonstrates a positive attitude <input type="radio"/> Actions demonstrate integrity and empathy towards others	<input type="radio"/> Leads by example, setting high standards of professional conduct	<input type="checkbox"/> Performance positively impacts the professionalism and perception of the work environment
Element B: Confidentiality				
<input type="checkbox"/> Maintains confidentiality of student data <input type="radio"/> Defers questions regarding confidentiality to direct supervisor when unsure	<input type="checkbox"/> Understands what constitutes the nature of confidential information <input type="radio"/> Establishes procedures to secure confidential information	Appropriately adheres to "need to know" guidelines with... <input type="radio"/> Internal parties <input type="checkbox"/> External parties	<input type="checkbox"/> Trusted with a high level of confidential information	<input type="checkbox"/> Trusted confidant
Element C: Professional Development and Growth				
<input type="radio"/> Participates in requires professional development opportunities	<input type="radio"/> Develops professional growth goals	<input type="radio"/> Participates in professional development opportunities provided, but not required, by the District or recommended by the supervisor	<input type="radio"/> Independently seeks professional growth opportunities to advance knowledge and skills relative to personal and professional goals	<input type="radio"/> Shares new learning with colleagues and/or serves in a mentoring capacity
<input type="radio"/> Professional Practice is OBSERVABLE during a classroom observation <input type="checkbox"/> Professional Practice is NOT OBSERVABLE during a classroom observation				

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Standard III Summary: Professionalism

Artifact Titles	Description

Element Ratings (points per rating)	B (0)	PP (1)	P (2)	A (3)	E (4)	Pts
a. Character						
b. Confidentiality						
c. Professional Development and Growth						

Total Points for Standard III

B (0-1)	PP (2-4)	P (5-7)	A (8-10)	E (11-12)	Standard III Rating

Evaluator Comments:

Comments of the person being evaluated:

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Overall Professional Practices Rating Summary

Standard I: Job Competency						
B (0-4)	PP (5-9)	P (10-14)	A (15-19)	E (20-24)	Standard I Rating (50%)	Wtd Pts

Standard II: Relationships						
B (0-1)	PP (2-4)	P (5-7)	A (8-10)	E (11-12)	Standard II Rating (25%)	Wtd Pts

Standard III: Professionalism						
B (0-1)	PP (2-4)	P (5-7)	A (8-10)	E (11-12)	Standard III Rating (25%)	Wtd Pts

OVERALL PROFESSIONAL PRACTICES RATING						
B (0-1)	PP (2-2)	A (3-3)	E (4-12)	Overall Professional Practices		Wtd Pts

End of Report