

**SUPPORT STAFF EVALUATION RUBRIC**

<b><u>Job Standard</u></b>	<b><u>Significant Strength</u></b>	<b><u>Proficient</u></b>	<b><u>Basic</u></b>	<b><u>Area of Concern</u></b>
1) Dependability	<ul style="list-style-type: none"> <li>* Gives administration advanced written notice when absence is anticipated</li> <li>* Consistently completes tasks and meets deadlines, sometimes in advance of schedule</li> <li>* Initiates communication with supervisor re: status of ongoing or unfinished projects</li> </ul>	<ul style="list-style-type: none"> <li>* Prepared to start work on time</li> <li>* Informs administration of absence in a timely manner</li> <li>* Completes tasks and meets deadlines</li> </ul>	<ul style="list-style-type: none"> <li>* Arrives at work on time</li> <li>* Follows sub-line and/or emergency absentee procedures</li> <li>* Generally completes tasks on time</li> </ul>	<ul style="list-style-type: none"> <li>* Frequently arrives to work late or leaves early</li> <li>* Fails to notify administration of tardiness or absence</li> <li>* Assigned tasks/projects are late or incomplete</li> </ul>
2) Attitude * flexible * respectful * cooperative	<ul style="list-style-type: none"> <li>* Volunteers for unanticipated assignment</li> <li>* Engages in unplanned activities when schedule is unexpectedly open</li> </ul>	<ul style="list-style-type: none"> <li>* Anticipates schedule changes and adjusts activities accordingly</li> <li>* Independently identifies where assistance is needed and provides it</li> </ul>	<ul style="list-style-type: none"> <li>* When given direction accepts unanticipated scheduled assignment</li> <li>Upon request will assist students, co-workers and supervisors</li> </ul>	<ul style="list-style-type: none"> <li>* Is unavailable for reassignment when schedule is unexpectedly open</li> <li>* Refuses or argues about reassignment</li> <li>* Displays negative attitude toward assisting others</li> </ul>
3) Initiative * self-motivated * resourceful * independent	<ul style="list-style-type: none"> <li>* Anticipates new ideas and assists where needed</li> <li>* Suggests solutions and ideas to supervisor/ administration</li> </ul>	<ul style="list-style-type: none"> <li>* Asks questions to improve job performance or secure resources</li> </ul>	<ul style="list-style-type: none"> <li>* Sometimes appears indifferent towards work assignments</li> <li>* Make improvements only when directed</li> </ul>	<ul style="list-style-type: none"> <li>* Carries out tasks half-heartedly or reluctantly</li> <li>* Disregards supervisor's suggestions or requires continual monitoring</li> </ul>
4) Judgment * discretion * confidentiality	<ul style="list-style-type: none"> <li>* Protects confidentiality of student/family/colleague/other</li> <li>* Seeks out information related to law or school policy and rules</li> </ul>	<ul style="list-style-type: none"> <li>* Implements all school and district guidelines for confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>* Practices confidentiality by implementing school/district need to know guidelines</li> <li>* Reports violations of law or school policy and rules to administration</li> </ul>	<ul style="list-style-type: none"> <li>* Indiscreet disclosure of personal information</li> <li>* Ignores violations of law or school policy and rules</li> </ul>

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<p><b>5)</b> Follows chain of command when communicating with coworkers, teachers, other professional staff and administration</p>	<ul style="list-style-type: none"> <li>* Differentiates between decisions that need administrator approval from those that are within the employee's role</li> <li>* Initiates and responds to contact with supervising teacher or others by written or oral means</li> <li>* Volunteers to assist others in record keeping or reporting tasks</li> </ul>	<ul style="list-style-type: none"> <li>* Appropriately seeks out direction from supervisor</li> <li>* Independently completes forms and reports accurately</li> <li>* Responds to all requests for information</li> </ul>	<ul style="list-style-type: none"> <li>* Follows supervisor's directions</li> <li>* With supervision can complete forms required by district in a timely manner</li> <li>* Inconsistently responds to written or verbal requests for information</li> </ul>	<ul style="list-style-type: none"> <li>* Disregards supervisor's directions</li> <li>* Incomplete or late with form completion</li> <li>* Ignores requests by supervisors or others for written or verbal information</li> </ul>
<p><b>6)</b> Teamwork</p>	<ul style="list-style-type: none"> <li>* Works well with others, including coworkers, administration and students</li> <li>* Demonstrates excellent interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>* Congenial and cooperative</li> <li>* Ability to work well with others</li> </ul>	<ul style="list-style-type: none"> <li>* Cooperates with others when required</li> <li>* Limited interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>* Does not work well with others</li> <li>* Uses negative tone of voice, inappropriate volume and pitch when speaking</li> <li>* Makes demeaning, critical or condescending remarks</li> </ul>

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<b>7) Job Knowledge</b>	<ul style="list-style-type: none"> <li>* Very good knowledge and skills to perform job</li> <li>* Understands all phases of work with little or no coaching</li> </ul>	<ul style="list-style-type: none"> <li>*Sufficient knowledge and skills to perform job</li> <li>* Usually quick to understand and learn</li> </ul>	<ul style="list-style-type: none"> <li>* Sufficient knowledge and skills to perform job at a basic level</li> <li>*Requires frequent instruction and explanation</li> </ul>	<ul style="list-style-type: none"> <li>* Lacks knowledge and skills about work duties</li> <li>* Serious knowledge retention problems</li> <li>**Requires constant instruction &amp; explanation</li> </ul>
<b>8) Professional Growth</b>	<ul style="list-style-type: none"> <li>* Attends training offered by district or school</li> <li>*Furthers education through college courses or conferences</li> </ul>	<ul style="list-style-type: none"> <li>* Attends most training offered by district or school</li> <li>* Demonstrates interest in expanding skill set for the job</li> </ul>	<ul style="list-style-type: none"> <li>* Attends training as required by administration</li> <li>* Little interest in expanding skills beyond basics needed for the job</li> </ul>	<ul style="list-style-type: none"> <li>* Does not attend training or other in-service opportunities</li> </ul>
<b>9) Overall Evaluation</b>	<ul style="list-style-type: none"> <li>* Performance is excellent overall in most categories</li> </ul>	<ul style="list-style-type: none"> <li>* Performing at above average in most categories</li> </ul>	<ul style="list-style-type: none"> <li>* Performing to minimum required in most categories</li> </ul>	<ul style="list-style-type: none"> <li>*Substandard/unacceptable performance, requires immediate improvement</li> </ul>