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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expectations | |  | | --- | | 1 |  Does Not Meet | |  | | --- | | **2** |   **Basic knowledge** | |  | | --- | | 3 |  Proficient Application | |  | | --- | | **4** |   **Exceeds** |
| Attendance: The employee has regular attendance at work and work activities and uses established procedures for requesting leave. Leave requests are consistent with appropriate and allowable use of leaves. If the employee is absent and a substitute is required, the employee reports the absence to the SubFinder system. If no substitute is required, the employee notifies the appropriate supervisor of his/her absence. The employee submits absence report in a timely manner to appropriate personnel. For extended absence due to medical condition, employee applies for FMLA or OFLA and provided documentation of medical need. | Frequently non-compliant with SOESD attendance policy/procedures | Sometimes non-compliant with SOESD attendance policy/procedures | Always compliant with SOESD attendance policy/procedures | Rarely absent, plans ahead for needed (infrequent) leaves, consistently and accurately submits required documentation, and provides a model for others |
| Punctuality: The employee is consistently on time, adheres to the daily time schedule (arrives at school/work on time and leaves at the appropriate time), and is punctual in meeting deadlines, attending meetings, and following schedules. | Consistently late and/or frequently fails to meet established timelines | Sometimes late and/or fails to meet established timelines | Always prompt and adheres to timelines | Always on time, meets timelines, and plans ahead so that unexpected tasks or circumstances do not prevent meeting timelines |
| Confidentiality: The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patrons. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. | Frequently breaches confidentiality | Sometimes breaches confidentiality | Does not breach confidentiality | Highly aware and can train others re: confidentiality |
| Following Policies and Directives: The employee follows all state, SOESD, district and school policies, rules, regulations, memos, bulletins, announcements, applicable job position descriptions, and reasonable requests by proper authority. Special education employee implements all required SPED procedures including parent rights, eligibility, IEP, placement, discipline, and student records according to stated time lines. The employee prepares and maintains classroom materials, equipment, telephone contact log and specific substitute instructions. The employee performs job-related tasks as designated by supervisor. | Frequently late or non-compliant with procedures and directives | Sometimes late or non-compliant with procedures and directives | Promptly follows procedures and directives | Highly reliable and can train others re: policies/procedures |
| Gifts and Solicitations: Per Board Policy 8600, employees shall not accept gifts from students, parents, vendors or outside individuals. The SOESD Board considers cards, letters, and plaques as acceptable tokens of gratitude or appreciation. Per Board Policy 8400, solicitations of employees and/or students shall be authorized only by the superintendent. | Non-compliant with Board Policy | Sometimes non-compliant with Board Policy | Compliant with Board Policy | Highly aware (can train others) and compliant with Board Policy |
| Personal Appearance: The employee is dressed and groomed in a neat, clean, and proper professional manner for the assignment and work setting. Attire will be modest, unrevealing, safe and commensurate with job duties. During summer hours, based on work location and conditions, more casual attire is allowed with superintendent approval. | Appearance is frequently poor or inappropriate | Appearance is Sometimes poor or inappropriate | Appearance is proper and professional | Highly aware of dress code (can train others) and always adheres to it |
| Professional Conduct and Communication: The employee uses respectful, friendly, clear and win/win oriented professional communication skills and behavior with other employees, students and families. The employee demonstrates positive support for the school district, the SOESD, and the community and serves as a liaison to promote good public relations between SOESD, staff, families, component districts and the community. The employee accepts constructive feedback, shows | Conduct and/or communication is often disrespectful, negative, polarizing and/or | Conduct and/or communication is inconsistent (is Sometimes disrespectful, negative, | Conduct and/or communication is generally respectful, clear, positive and supportive of the | Conduct and/or communication is respectful, friendly, clear, win/win oriented and supportive of the |
| Expectations | |  | | --- | | 1 |  Does Not Meet | |  | | --- | | **2** |   **Basic knowledge** | |  | | --- | | 3 |  Proficient Application | |  | | --- | | **4** |   **Exceeds** |
| ability to be flexible in the workplace, gets along and works well with the educational team. The employee avoids relationships or activities that have the potential to interfere with professional judgment and objectivity or blur the boundaries of professional relationships. If there is a conflict of interest with an employee, student, or family, the employee informs the program administrator of the conflict of interest. Proper internet use, which does not violate computer use agreement, will be followed. SOESD protocol, procedure, and policy will be followed when communicating complaints and concerns. Use of personal cell phones for personal calls during the work day should be limited to break periods or personal emergencies. The employee demonstrates ethical standards\* related to his/her professional practice and follows SOESD and/or district policy. \*For example, ASHA Code of Ethics, CEC Special Education Professional Ethical Principles and Practice Standards, DEC Code of Ethics, NASP Standards, NAEYC Code of Ethics, TSPC Statement of Professionalism, | otherwise inappropriate or damaging to the SOESD, component district, staff, students, families or community. Breach of ethical standards\* or violation of SOESD and/or district policy. | polarizing or otherwise inappropriate or damaging to the SOESD, component district, staff, students, families or community).  Sometimes exhibits behavior which does align with ethical standards\* and SOESD and/or district policy. | SOESD, component district, staff, students, families or community. Demonstrates ethical standards\* and follows SOESD and/or district policy. | SOESD, component district, staff, students, families or community. Adheres to ethical standards\*, SOESD, and/or district policy, demonstrates a commitment to ethical and professional practices, and can train others about them. |
| Professional Growth: The employee participates in activities that are considered to be professionally enhancing and connected to respective job descriptions/duties. The employee is self-motivated and takes initiative. The employeecompletes an Employee request to Attend Inservice/Conference/Workshop form and submits the request to the program administrator for approval. An agenda for the workshop/conference should be attached for review by the administrator. | Lack of initiative and/or self-motivation. Minimal participation in professional growth activities. | Minimal initiative and/or self-motivation. Some participation in professional growth activities. | Demonstrates initiative and/or self-motivation. Frequent participation in professional growth activities. | Demonstrates initiative and/or self-motivation and inspires others. Frequent participation in professional growth activities and sharing out with others. |
| Physical Requirements and Safety: The employee performs physical requirements unaided or with the assistance of reasonable accommodation. The employee will maintain a safe working, teaching, and learning environment. The employee who interacts with students will implement safe teaching practices, use only proper equipment/materials (reflective of age, grade level, and content area) and follow classroom rules/supervision that promote safe conduct. | Does not meet physical requirements and/or implements/supports unsafe practices. | Partially meets physical requirements but implements/supports unsafe practices. | Meets physical requirements and implements/maintains safe practices. | Meets physical requirements and is highly aware of safety requirements and practices (can train others about them). |
| **Other items to be evaluated:** |  |  |  |  |

**Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_Evaluator:\_\_\_\_\_\_\_\_\_\_\_** **Date:** **\_\_\_\_\_\_**