### Professional Expectations Rubric

<table>
<thead>
<tr>
<th>Indicator</th>
<th>4 – Highly Effective</th>
<th>3- Effective</th>
<th>2 – Developing</th>
<th>1 – Ineffective</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Communication</td>
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<tr>
<td>(1)Communicates appropriately with parents and community stakeholders, in a respectful and efficient manner.</td>
<td>Shows great sensitivity and respect for family and community; responds effectively and promptly to family; and creates opportunities to provide feedback on areas of support and students’ progress.</td>
<td>Communicates respectfully with family and community; responds effectively to family; and uses conferences/report cards to provide feedback on areas of support and students’ progress.</td>
<td>Tries but has difficulty remaining respectful of family and community; is slow to respond to some family concerns; and only uses conferences/report cards to discuss how students can improve.</td>
<td>Is disrespectful of family and community; does not respond to family concerns; and/or relies on families to follow up on areas that need improvement.</td>
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<tr>
<td>(2)Communicates appropriately with administration and colleagues and keeps them informed about topics that may affect them and/or impact the school/department operations.</td>
<td>Keeps administration and colleagues informed about potential problems or opportunities.</td>
<td>When prompted, informs administration and colleagues about problems or issues.</td>
<td>Is reluctant to share problems or issues to administration and/or colleagues.</td>
<td>Unwilling to communicate problems or issues to administration and/or colleagues.</td>
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<tr>
<td>(3)Communicates appropriately and respectfully with students and reinforces school message.</td>
<td>Shows great sensitivity and respect for students and positively reinforces school message.</td>
<td>Communicates respectfully with students and reiterates school message.</td>
<td>Has difficulty communicating respectfully with students and/or does not discuss school message.</td>
<td>Is disrespectful of students and/or is openly critical of school message.</td>
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<tr>
<td>(4)Maintains the confidentiality of written and verbal communications.</td>
<td>Always uses good judgment, and respects confidentiality of verbal and written communications.</td>
<td>Has good judgment, and consistently maintains confidentiality of student records and verbal and written communications.</td>
<td>Sometimes uses poor judgment and discusses student information or other confidential information.</td>
<td>Uses poor judgment and discloses student information or other confidential information.</td>
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<td><strong>B. Professionalism</strong></td>
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<tr>
<td>(1) Is conscientious, thorough, accurate and reliable when completing tasks.</td>
<td>Is punctual and reliable with tasks outlined in job description or those mutually agreed upon, and keeps accurate, detailed records.</td>
<td>Is sometimes late with tasks outlined in job description or those mutually agreed upon, and keeps accurate records.</td>
<td>Occasionally is late with tasks outlined in job description or those mutually agreed upon, and makes errors in records.</td>
<td>Frequently is late with tasks outlined in job description or those mutually agreed upon, and makes errors in records.</td>
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<tr>
<td>(2) Maintains a neat and appropriate appearance.</td>
<td>Present self as a professional and observes appropriate boundaries.</td>
<td>Demonstrates professional demeanor and maintains appropriate boundaries.</td>
<td>Occasionally acts and/or dresses in an inappropriate manner and violates boundaries.</td>
<td>Frequently acts and/or dresses in an inappropriate manner and violates boundaries.</td>
</tr>
<tr>
<td>(3) At any point in the evaluation period, employee accrues 4 or less absence occasions, as outlined in the City Schools Attendance Program.</td>
<td>At any point in the evaluation period, the employee accrued 4 or less absence occasions, as outlined in the City Schools Attendance Program.</td>
<td>At any point in the evaluation period, the employee accrued 5 absence occasions, as outlined in the City Schools Attendance Program.</td>
<td>At any point in the evaluation period, the employee accrued 6 absence occasions, as outlined in the City Schools Attendance Program.</td>
<td>At any point in the evaluation period, the employee accrued 7 or more absence occasions, as outlined in the City Schools Attendance Program.</td>
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<td>(4) At any point in the evaluation period, employee accrues 4 or less latenesses, as outlined in the City Schools Attendance Program.</td>
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<td><strong>C. Professional Practice</strong></td>
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<td>(1) Collaborates with colleagues to further the school's School Performance Plan (SPP) and shared goals.</td>
<td>Is an integral member of teams and collaborative functions, and frequently contributes valuable ideas and expertise to further school or team goals.</td>
<td>Shares responsibility within a team, is a positive team player, and contributes ideas, expertise, and time to further school or team goals.</td>
<td>Rarely collaborates with colleagues, occasionally contributing ideas aimed at furthering school or team goals.</td>
<td>Does not collaborate with colleagues or contribute ideas that might help to further school or team goals.</td>
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<tr>
<td>(2) Takes responsibility for his/her individual role in the work and is open to feedback.</td>
<td>Takes ownership of role in the work and actively seeks out feedback and suggestions, using them to improve performance.</td>
<td>Takes responsibility for role in the work, listens thoughtfully to other viewpoints, and responds constructively to suggestions or feedback.</td>
<td>Is somewhat defensive about individual role in the work, and when listening to suggestions and feedback.</td>
<td>Does not acknowledge individual role in the work, is very defensive about feedback, and is resistant to change in practice.</td>
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<td>(3)Perseveres through challenges and readily adapts to changing priorities, strategies, procedures and methods.</td>
<td>Proactively engages to address challenges and changing priorities, and finds opportunities for success in the midst of change.</td>
<td>Responds to challenges and accepts changing priorities with resiliency and reflection.</td>
<td>Attempts to persevere through challenges and change, but does not follow through.</td>
<td>Gives up when faced with challenges and is resistant to change.</td>
</tr>
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<td>(4)Reflects upon professional practice, and learns and applies new skills and methods to work more effectively.</td>
<td>Proactively reflects on the effectiveness of their practice and seeks opportunities to learn and apply new skills.</td>
<td>Reflects on effectiveness of practice and continuously works to improve.</td>
<td>At the end of a unit or semester, reflects on what might have been done better, but does not adjust accordingly.</td>
<td>Fails to reflect upon professional practice, and resists learning and applying new skills and methods to work more effectively.</td>
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<td>D. District Expectations</td>
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<td>(1)Accurately completes and meets deadlines for submitting progress reports, grades and attendance data.</td>
<td>Reliably submits on time, with little to no error.</td>
<td>Is seldom late submitting and has little to no error.</td>
<td>Is occasionally late with tasks and makes some errors.</td>
<td>Is frequently late submitting and makes noticeable errors.</td>
</tr>
<tr>
<td>(2)Follows all other school and district policies and procedures.</td>
<td>Reliably follows policies and procedures and completes within given time frame.</td>
<td>Reliably follows policies and procedures, though is sometimes late completing.</td>
<td>Occasionally does not fully follow district policies or procedures.</td>
<td>Frequently does not follow district policy or procedures.</td>
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<td>(3)Attends mandatory faculty meetings, parent-teacher conferences and District professional development.</td>
<td>Reliably attends and is an engaged participant, sharing information or ideas as appropriate.</td>
<td>Reliably attends and participates.</td>
<td>Occasionally does not attend.</td>
<td>Frequently does not attend.</td>
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<tr>
<td>(4)Strictly complies with all District policies regarding testing integrity, and promptly discloses to school or District leadership any incidents of cheating or testing impropriety.</td>
<td>Strictly complies with policies and promptly discloses information to school or District leadership.</td>
<td>Complies with policies and will eventually disclose information to school or District leadership.</td>
<td>Sometimes shows poor judgment in how complies with policies and discloses information.</td>
<td>Does not comply with policies and/or discloses information inappropriately.</td>
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