

BALTIMORE CITY PUBLIC SCHOOLS

Leadership Units for Member-initiated Projects Proposal Scoring Rubric

Overview of Proposal Scoring Rubric

The organization of this document aligns with the organization of the Proposal Questions.

Proposals are assessed using a set of requirements aligned to the Leadership Unit criteria. This document lists the Requirements and corresponding Proposal Questions, and will be used to score Proposals for Member-initiated Projects. The basic set-up of this tool is below.

Please send any questions regarding this process to: PSASA_JGP@bcps.k12.md.us. Thank you.

Proposal Questions(s) <i>related to the Requirement</i>	Requirement: <i>The PSASA employee...</i>	0	1	2	3	Comments
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The meaning of a score of a 0, 1, 2, or 3 is below. In order for a Proposal to receive immediate approval, a PSASA employee must score between 36 and 45 points, with no submission requirement scored as a 1. In order for a Proposal to receive the option for re-submission after revision, a PSASA employee must score between 30 and 35 points. Any Proposal that scores 29 points or less will be automatically rejected and will require a complete re-submission.

0	1	2	3
Initiator does not meet the submission requirement because their proposal is incomplete and/or their response is unrelated to the proposal.	Initiator does not meet the submission requirement. Although the provided response was relevant, their idea/response is not clearly articulated and/or justified.	Initiator minimally meets the submission requirement. Their idea/response requires additional clarification and/or justification.	Initiator clearly meets the submission requirement. Their idea/response is thorough and clear.

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Proposal Scoring Rubric

Proposal Questions(s) <i>related to the Requirement</i>	Requirement: <i>The PSASA employee...</i>	0	1	2	3	Comments
<i>List the stakeholders you will engage to ensure your project is a success. Include each stakeholder's role and contribution to the project.</i>	Includes a comprehensive and thoughtful list of stakeholder with role and contribution of each stakeholder					
<i>Why/how is your project above and beyond expected job responsibilities?</i>	Articulates how the project is above and beyond expected job responsibilities					
<i>What are the measurable goals for your project? Write 2-3 goals for your project using SMART goal criteria.</i>	Identifies measurable outcomes using SMART goal criteria.					
<i>Explain each goals significance as it aligns to your SPP and/or school's/district's priority area(s).</i>	Explains how each goal was chosen and describes its significance in reference to SPP and/or school's/district's priority area(s)					
<i>What assessment method will you use to measure whether or not you've reached each goal? Provide the baseline data you will use to measure your progress towards achieving your goals, if available.</i>	Determines assessment method for reaching each goal					

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Proposal Questions(s) <i>related to the Requirement</i>	Requirement: <i>The PSASA employee...</i>	0	1	2	3	Comments
<i>What data, trends, or patterns were used to determine the root cause or documented need for the project you have identified?</i>	Articulates root cause or documented need , and data/trends/patterns supporting identification of the problem or need					
<i>Explain the solution(s) or improvement(s) that you anticipate as a result of implementing your project including the methodology of the project's implementation.</i>	Explains the solution(s) or improvement(s) that are anticipated from implementing the project with clear methodology					
<i>What models, research, or personal experiences of trial and error (i.e. pilot studies, action research, focus groups) support the solution(s) or improvement(s) proposed?</i>	Justifies the solution(s) or improvement(s) with research and/or personal experience of trial and error					
<i>How does/do your solution(s) or improvement(s) support the advancement of City Schools?</i>	Explains how the solution(s) or improvement(s) support(s) the advancement of City Schools					
<i>Provide an overview of your project that explains how you will apply the solution(s) or improvement(s) you described.</i>	Explain how the solution(s) or improvement(s) will translate into a project					

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Proposal Questions(s) <i>related to the Requirement</i>	Requirement: <i>The PSASA employee...</i>	0	1	2	3	Comments
<i>Describe the strategic plan and process you will use to reach your goals (e.g. Stages of Implementation, tasks, resources, time commitment, target, audience/ group).</i>	Explains how the goals will be reached by detailing the plan and process for implementation					
<i>How do you plan to sustain the solution(s) or improvement(s) of your project, including stakeholder engagement and other internal/external partners?</i>	Provides a clear and strategic plan for sustaining solution(s) or improvement(s)					
<i>How will you continuously reflect on and adjust the efficacy of your project?</i>	Describes the continuous reflection on progress and adjustments of efficacy					
<i>How will you evaluate the effectiveness of the project inclusive of implementation and impact?</i>	Determines how the project will be evaluated for effectiveness					
<i>Once your project is complete, how will you determine the tools and/or processes that the school(s)/central office departments/community will need to continue/support implementation?</i>	Describes the tools and/or processes needed to continue/support implementation					