

STANDARDS FOR QUALITY PROFESSIONAL PRACTICE

THEME READER

Name: _____ Position: _____ Location: _____

Evaluation Period From: _____ To: _____ ☐ Probationary ☐ Annual

	Problem Area	Approaches Standard	Meets Standard
WORK HABITS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consistently performs duties with minimal supervision; Takes initiative; self-directed; anticipates future work needs; Seeks to enhance the position and work environment; Completes tasks in a timely manner; Accepts new or different conditions; adjusts quickly; cooperative; flexible; Consistently keeps work organized; carries out duties effectively and efficiently; Reads, edits and scores student compositions using district scoring rubrics and assessment; Has strong proofreading skills and understanding in content, organization, style and convention and gives feedback appropriate to the age of the students; Stays informed of current literature pieces, assignments and teacher(s) expectations for student performance on writing tasks; Effectively uses technology to assist in teaching and learning; 	Comments/Goals:		
COMMUNICATION/TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Positively communicates with colleagues; Uses effective communication skills with staff and students; Appropriately communicates with/responds to parents; Responds to e-mails in a timely manner; Follows written and verbal directions; Uses appropriate problem solving and communication skills to work as an effective member of the instructional/building team; 	Comments/Goals:		
STUDENT SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Offers meaningful and helpful suggestions to students who need to improve the writing process; Keeps accurate data records ; Applies new knowledge and skills obtained through staff development trainings; 	Comments/Goals:		
ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Regular attendance supports consistency in the work environment; Timely notice is given when absence is anticipated and proper procedures are followed; Arrives prepared to work at designated start time; Works full shift; leaves at designated end time; Consistently follows assigned schedule; 	Comments/Goals:		

	Problem Area	Approaches Standard	Meets Standard
PROFESSIONALISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Maintains confidentiality, regarding student and school issues, at all times, both at work and after work hours; • Saves personal tasks for outside of work time; • Ability to work under pressure and exhibits a positive attitude and enthusiasm; • Maintains professional dress and appearance; • Seeks professional growth opportunities as it pertains to job assignment; • Maintains regular attendance and active participation at building/department meetings and trainings; • Acts as a positive role model for students; • Accepts and responds appropriately to feedback; 	Comments/Goals:		

Other Comments:

NOTE: Additional information may be attached.

Any added information must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee Signature:

Date:

Evaluator Signature:

Date:

Employee Statement attached: ☐ Yes ☐ No