

Chariho Regional School District

Scoring Rubric for Commitment and Quality of Work Component Evaluation Handbook for Educational Support Professionals Effective: April 1, 2016

Rating	Description	Criteria
5	Exceeds Expectation: Performance is Consistently Above Expectations	In addition to indicators in #4, <ol style="list-style-type: none"> 1. Assists others to complete assigned tasks in an exemplary manner and/or provides training to others. 2. Contributes ideas to make a system or procedure more effective, efficient, and productive. 3. Assists others to exercise good judgment and/or addresses matters of known poor judgment. 4. Understands the District's mission and takes initiative to advance it.
4	Somewhat Above Expectation: Performance is Sometimes Above Expectations	<ol style="list-style-type: none"> 1. Completes assigned tasks in an exemplary manner, in accord with directions and training. 2. Makes effective, efficient, and productive use of time and contributes ideas to become more effective, efficient, and productive. 3. Exercises good judgment in all situations, even when there is stress, tension, or crisis. 4. Understands the District's mission and how one can advance it.
3	Meets Expectation: Performance Meets Expectations	<ol style="list-style-type: none"> 1. Completes assigned tasks in a satisfactory manner, in accord with directions and training. 2. Makes effective, efficient, and productive use of time. 3. Exercises good judgment, including in unique circumstances when no directions or training have been provided. 4. Can communicate the essence of the District's mission.
2	Somewhat Below Expectation: Performance is Sometimes Below Expectations	<ol style="list-style-type: none"> 1. Usually completes assigned tasks in a satisfactory manner, but sometimes has difficulty doing so in accord with directions and training. 2. Usually makes effective, efficient, and productive use of time. 3. Usually exercises good judgment, but sometimes does not in unique circumstances when no directions or training has been provided. 4. Knows where to find the District's mission, but has difficulty communicating its meaning.
1	Below Expectation: Performance is Consistently Below Expectations	<ol style="list-style-type: none"> 1. Sometimes completes assigned tasks in a satisfactory manner, but often has difficulty doing so in accord with directions and training. 2. Sometimes makes effective, efficient, and productive use of time. 3. Sometimes exercises good judgment, but often does not in unique circumstances when no directions or training has been provided. 4. Does not know where to locate the District's mission.

Note #1: All items are required for the designated rating, unless items are not applicable.

Note #2: Each formal written evaluation covers the period of time beginning at the issuance of the previous evaluation.