

Chariho Regional School District

Scoring Rubric for Interpersonal Relations and Communication 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 understand the importance of a cooperative relationship. 2. Assists others to understand the importance of respectful interaction. 3. Assists others to understand the unique employee-student relationship. 4. Assists others to understand the importance of friendly and courteous service. 5. Communications provide possible solutions to problems.
4	Somewhat Above Expectation: Performance is Sometimes Above Expectations	<ol style="list-style-type: none"> 1. Works cooperatively with administrators, colleagues, students, vendors, and members of the public. Remains cooperative even when others are not. 2. Displays respect when interacting with administrators, colleagues, students, vendors, and members of the public, even when the response is disrespectful or the situation is challenging. 3. Through actions, demonstrates an understanding of the unique relationship between employees and students. Immediately reports concerns to supervisor. 4. Consistently provides friendly and courteous service to all, even when the response is not friendly and courteous or the situation is challenging. 5. Consistently communicates effectively, respectfully, and in a timely manner both orally and in writing. Communications anticipate possible questions.
3	Meets Expectation: Performance Meets Expectations	<ol style="list-style-type: none"> 1. Works cooperatively with administrators, colleagues, students, vendors, and members of the public. 2. Displays respect when interacting with administrators, colleagues, students, vendors, and members of the public. 3. Through actions, demonstrates an understanding of the unique relationship between employees and students. Immediately reports concerns to supervisor. 4. Consistently provides friendly and courteous service to all. 5. Consistently communicates effectively, respectfully, and in a timely manner both orally and in writing.
2	Somewhat Below Expectation: Performance is Sometimes Below Expectations	<ol style="list-style-type: none"> 1. Usually works cooperatively with administrators, colleagues, students, vendors, and members of the public. 2. Usually displays respect when interacting with administrators, colleagues, students, vendors, and members of the public. 3. Through actions, demonstrates an understanding of the unique relationship between employees and students. Usually reports concerns to supervisor. 4. Usually provides friendly and courteous service to all. 5. Usually communicates effectively, respectfully, and in a timely manner both orally and in writing.
1	Below Expectation: Performance is Consistently Below Expectations	<ol style="list-style-type: none"> 1. Sometimes works cooperatively with administrators, colleagues, students, vendors, and members of the public. 2. Sometimes displays respect when interacting with administrators, colleagues, students, vendors, and members of the public. 3. Through actions, demonstrates an understanding of the unique relationship between employees and students. Occasionally reports concerns to supervisor. 4. Sometimes provides friendly and courteous service to all. 5. Sometimes communicates effectively, respectfully, and in a timely manner both orally and in writing.

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.