

# Chariho Regional School District

## Scoring Rubric for Legal and Policy Compliance 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"> <li>1. Assists others in developing a knowledge and understanding of the legal requirements of the position and of the importance of following these requirements.</li> <li>2. Assists others in understanding district policies and/or procedures and of the importance of following them.</li> <li>3. Assists others in understanding the importance of following supervisory directives and communicated procedures.</li> <li>4. Assists others in understanding terms of the collective bargaining agreement and of the importance of following them.</li> </ol>
4	Somewhat Above Expectation: Performance is Sometimes Above Expectations	<ol style="list-style-type: none"> <li>1. Consistently displays knowledge and understanding of the legal requirements of the position and consistently follows these requirements. Makes inquiries when clarification is needed. Reports illegal and/or unethical actions of others to supervisor.</li> <li>2. Consistently follows district policies and/or procedures. Provides input as policies and/or procedures are developed and revised.</li> <li>3. Consistently follows supervisory directives and communicated procedures. Makes inquiries when clarification is needed. Makes constructive suggestions, but understands that final decision rests with the supervisor.</li> <li>4. Consistently follows terms of the collective bargaining agreement. Brings ambiguous or unclear language to the attention of the supervisor.</li> </ol>
3	Meets Expectation: Performance Meets Expectations	<ol style="list-style-type: none"> <li>1. Consistently displays knowledge and understanding of the legal requirements of the position and consistently follows these requirements.</li> <li>2. Consistently follows district policies and/or procedures.</li> <li>3. Consistently follows supervisory directives and communicated procedures.</li> <li>4. Consistently follows terms of the collective bargaining agreement.</li> </ol>
2	Somewhat Below Expectation: Performance is Sometimes Below Expectations	<ol style="list-style-type: none"> <li>1. Usually displays knowledge and understanding of the legal requirements of the position and usually follows these requirements.</li> <li>2. Usually follows district policies and/or procedures.</li> <li>3. Usually follows supervisory directives and communicated procedures.</li> <li>4. Usually follows terms of the collective bargaining agreement.</li> </ol>
1	Below Expectation: Performance is Consistently Below Expectations	<ol style="list-style-type: none"> <li>1. Sometimes displays knowledge and understanding of the legal requirements of the position and sometimes follows these requirements.</li> <li>2. Sometimes follows district policies and/or procedures.</li> <li>3. Sometimes follows supervisory directives and communicated procedures.</li> <li>4. Sometimes follows terms of the collective bargaining agreement.</li> </ol>

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.