

Professionalism and Communication (scored by administration)

	NM = 1	AP = 2	Proficient = 3	Expert = 4
Professionalism	<p>Rarely/never meets professional expectations <i>Examples: attendance submitted on time; arrival and departure to/from campus during contracted time</i></p>	<p>Occasionally meets professional expectations <i>Examples: attendance submitted on time; arrival and departure to/from campus during contracted time</i></p>	<p>Frequently meets professional expectations <i>Examples: attendance submitted on time; arrival and departure to/from campus during contracted time</i></p>	<p>Consistently meets professional expectations <i>Examples: attendance submitted on time; arrival and departure to/from campus during contracted time</i></p>
	<p>Rarely/never submits required materials and meeting required deadlines <i>Examples: unit plan submission; grades; semester exams; course syllabus; sub plans; annual reports; DPP</i></p>	<p>Occasionally submits required materials and meeting required deadlines <i>Examples: unit plan submission; grades; semester exams; course syllabus; sub plans; annual reports; DPP</i></p>	<p>Frequently submits required materials and meeting required deadlines <i>Examples: unit plan submission; grades; semester exams; course syllabus; sub plans; annual reports; DPP</i></p>	<p>Consistently submits required materials and meeting required deadlines <i>Examples: unit plan submission; grades; semester exams; course syllabus; sub plans; annual reports; DPP</i></p>
	<p>Rarely/never attends required meetings <i>Examples: grade level; learning community; department; faculty; parent conferences; SSTs</i></p>	<p>Occasionally attends required meetings <i>Examples: grade level; learning community; department; faculty; parent conferences; SSTs</i></p>	<p>Frequently attends required meetings <i>Examples: grade level; learning community; department; faculty; parent conferences; SSTs</i></p>	<p>Consistently attends required meetings <i>Examples: grade level; learning community; department; faculty; parent conferences; SSTs</i></p>
	<p>Rarely/never maintains ethical standards of practice</p>	<p>Occasionally maintains ethical standards of practice</p>	<p>Frequently maintains ethical standards of practice</p>	<p>Consistently maintains ethical standards of practice</p>

	<p>Rarely/never adheres to professional educators code of ethics</p> <p>Rarely/never completes required trainings and documentation <i>Examples: prevention of and mandatory reporting of child abuse; FERPA</i></p>	<p>Occasionally adheres to professional educators code of ethics</p> <p>Occasionally completes required trainings and documentation <i>Examples: prevention of and mandatory reporting of child abuse; FERPA</i></p>	<p>Frequently adheres to professional educators code of ethics</p> <p>Frequently completes required trainings and documentation <i>Examples: prevention of and mandatory reporting of child abuse; FERPA</i></p>	<p>Consistently adheres to professional educators code of ethics</p> <p>Consistently completes required trainings and documentation <i>Examples: prevention of and mandatory reporting of child abuse; FERPA</i></p>
Communication - Families	<p>Rarely/never updates grades within a 2-week time period</p> <p>Rarely/never maintains up to date web presence <i>Examples: Class or learning community web page(s); Canvas course(s)</i></p> <p>Rarely/never communicates in a timely fashion with parents/guardians <i>Example: Parent emails and phone calls are returned within 24 hours</i></p>	<p>Occasionally updates grades within a 2-week time period</p> <p>Occasionally maintains up to date web presence <i>Examples: Class or learning community web page(s); Canvas course(s)</i></p> <p>Occasionally communicates in a timely fashion with parents/guardians <i>Example: Parent emails and phone calls are returned within 24 hours (exclusive of holidays and weekends)</i></p> <p>Occasionally fosters collaborative partnerships with parents/guardians</p>	<p>Frequently updates grades within a 2-week time period</p> <p>Frequently maintains up to date web presence <i>Examples: Class or learning community web page(s); Canvas course(s)</i></p> <p>Frequently communicates in a timely fashion with parents/guardians <i>Example: Parent emails and phone calls are returned within 24 hours (exclusive of holidays and weekends)</i></p> <p>Frequently fosters collaborative partnerships with parents/guardians <i>Example: encourages family involvement</i></p>	<p>Consistently updates grades within a 2-week time period</p> <p>Consistently maintains up-to-date web presence <i>Examples: Class or learning community web page(s); Canvas course(s)</i></p> <p>Consistently communicates in a timely fashion with parents/guardians <i>Example: Parent emails and phone calls are returned within 24 hours</i></p> <p>Consistently fosters collaborative partnerships with parents/guardians <i>Example: encourages family involvement</i></p>

		<i>Example: encourages family involvement</i>		
Communication - Stakeholders (e.g.: School psych; school counseling; deans, administration, business office personnel, attendance office)	Rarely/never submits required materials and meets required deadlines <i>Examples: special activity requests; school psych rating forms; submission of behavioral referrals</i>	Occasionally submits required materials and meets required deadlines <i>Examples: special activity requests; school psych rating forms; submission of behavioral referrals</i>	Frequently submits required materials and meets required deadlines <i>Examples: special activity requests; school psych rating forms; submission of behavioral referrals</i>	Consistently submits required materials and meets required deadlines <i>Examples: special activity requests; school psych rating forms; submission of behavioral referrals</i>