



**ALBEMARLE COUNTY PUBLIC SCHOOLS AND
LOCAL GOVERNMENT**
Competency-Specific Rating Level Guidelines
TEACHING ASSISTANTS



Community: working together to achieve common goals
<i>Successfully meets expectations</i>
<ul style="list-style-type: none">• Treats others with respect; values and respects the uniqueness, culture, and diversity of others• Supports the classroom teacher or other direct supervisor in developing a community with the instructional setting that supports the academic, social, and emotional needs of students• Works collaboratively with the classroom teacher or direct supervisor to implement daily lessons, activities, and/or supports• Takes initiative by partnering with internal and external customers in problem resolution• Builds and promotes effective working relationships• Communicates openly, honestly, effectively, and in a timely manner• Provides courteous, helpful, responsive, and accurate service to internal and external customers
<i>Meets and often exceeds expectations: Successfully meets expectations and...</i>
<ul style="list-style-type: none">• Regularly works with other teams to share best practices and improve overall cross-team sharing and communication in general• Often pleases customers through excellent customer service• Is consistently self-directed and needs little guidance or support
<i>Consistently exceeds expectations: Meets and often exceeds expectations and...</i>
<ul style="list-style-type: none">• Proactively supports the needs of the classroom teacher, students, and/or direct supervisor by anticipating needs consistent with regular classroom practices• Consistently reaches out to other teams to share best practices, improve cross-team sharing and improve communication in general• Regularly suggests and/or initiates activities to support the needs of the students, teacher, and/or direct supervisor consistent with regular classroom practices• Consistently pleases customers through exceptional customer service, going beyond the customer's expectations

Innovation/Leadership: visionary, open to change, considers possibilities
<i>Successfully meets expectations</i>
<ul style="list-style-type: none">• Encourages and values diversity of thought• Actively seeks ways to increase leadership skills and behaviors• Accepts, supports, and helps implement change• Takes ownership of team/department/organization problems and thinks through long-term implications in order to create practical solutions• Takes responsible risks
<i>Meets and often exceeds expectations: Successfully meets expectations and...</i>
<ul style="list-style-type: none">• Often challenges the status quo in the spirit of improving quality, quantity, or service and becomes involved in process improvement initiatives• Is often regarded positively in role of informal or formal team leader as appropriate and consistent with the job expectations• Often acts as a facilitator or agent of change to distribute or integrate new information, processes, or techniques• Often seeks ways to improve the classroom and/or school's customer service (internal and external) through feedback mechanisms and improvement initiatives



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Consistently exceeds expectations: Meets and often exceeds expectations and...

- Continually, yet professionally, challenges the status quo in the spirit of improving quality, quantity, or service
- Regularly engages others in idea generation of quality, service and process improvement initiatives; initiates change
- Is generally regarded as informal leader for benefit of team within the scope of the job expectations
- Consistently uses influence to initiate change

Integrity: professionalism

Successfully meets expectations

- Meets commitments and is dependable and reliable in job deliverables, attendance, and punctuality
- Is trusted to not disclose confidential and sensitive information
- Demonstrates honest, ethical behavior in all interactions
- Collaborates with classroom teacher and/or direct supervisor(s) in the spirit of improving student learning experiences
- Communicates effectively, accurately, and professionally with stakeholders and guides them to the best person to speak with regarding their concerns or needs
- Regularly shares feedback with the teacher and/or direct supervisor regarding student academic, social and emotional needs and progress
- Takes ownership and completes assigned projects
- Makes decisions based on relevant information
- Attitude: respectful, positive, approachable, compassionate

Meets and often exceeds expectations: Successfully meets expectations and...

- Often helps others toward meeting their commitments
- In addition to own tasks, frequently helps others achieve positive results
- Initiates and implements instructional supports based on the teacher or direct supervisor's plans and practices.
- Is consistently self-directed and implements plans and activities aligned with expectations without much support by the classroom

Consistently exceeds expectations: Meets and often exceeds expectations and...

- Consistently overcomes barriers and obstacles to getting the job done
- Consistently helps others achieve positive results
- Consistently models for coaches others in best practices in working with students and staff
- Consistently shares feedback with the teacher and/or direct supervisor regarding student academic, social and emotional needs and progress and makes recommendations for how to best support these needs

Learning: development

Successfully meets expectations

- Reflects on feedback, learns from experiences, and applies lessons learned to future work
- Takes ownership of professional and personal development and applies learning in day-to-day work
- Takes initiative to learn new skills
- Tries new approaches and processes



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<ul style="list-style-type: none"> Meets department-required training expectations
<i>Meets and often exceeds expectations: Successfully meets expectations and...</i>
<ul style="list-style-type: none"> Often mentors and provides learning and development to others Participates in meaningful and continuous professional growth, including self-evaluation and evidence of development
<i>Consistently exceeds expectations: Meets and often exceeds expectations and...</i>
<ul style="list-style-type: none"> Consistently mentors and provides learning and development opportunities to others that result in positive progress/results Consistently seeks learning and developmental opportunities to expand skills

Stewardship: job knowledge, skills and ability
<i>Successfully meets expectations</i>
<ul style="list-style-type: none"> Uses time and resources effectively and efficiently Meets deadlines and standards for quantity and quality of work Uses professional knowledge of policies, procedures, and the right tools for the job Understands how job/role fits into success of department/school, division, county Takes responsibility for work; adjusts and responds appropriately to job duties and responsibilities Maintains perspective on job and performance: knows how to accept successes and failures and uses this knowledge to improve Shares ideas, knowledge, or experience with others
<i>Meets and often exceeds expectations: Successfully meets expectations and...</i>
<ul style="list-style-type: none"> Anticipates the needs of others and acts upon those ideas. Often helps and coaches, as appropriate, students and/or staff members to enhance their performance Consistently provides a high level of instructional support Continually develops technical expertise Often communicates status and issues in a professional and effective manner, as appropriate with job role Consistently asks effective questions to help bring clarity to the goals Is known for keeping others informed on pertinent information
<i>Consistently exceeds expectations</i>
<ul style="list-style-type: none"> Consistently exceeds standards for quality, quantity, and service Regularly coaches and teaches others in performing their jobs Excels at essential functions of the job Applies appropriate strategies to implement ideas and change Expresses and displays a deep level of competency in supporting instruction and the implementation of lesson and other daily plans Consistently anticipates the needs of classroom teacher, students and/or direct supervisor and implements appropriate and effective strategies without much guidance or support Is viewed by others as a leader in communication