

South St. Paul Schools
Employee Evaluation Rubric

August 2018

Our Core Values: Compassion, Equity, Excellence, Integrity, Resilience, Respect

CORE VALUE	DESCRIPTION	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
Compassion, Equity, Respect	Demonstrates a positive attitude	Rarely displays a positive outlook and demeanor toward job, district, or others; is not flexible or adaptable to changes in job situation; offers complaints without solutions	Generally has a positive outlook and demeanor; shares concerns and occasionally includes potential solutions	Frequently displays a positive outlook and demeanor; offers suggestions without judgement	Consistently displays positive outlook and demeanor; consistently flexible; and takes leadership role to boost the morale of others.
Compassion, Equity, Respect	Contributes to a positive work environment and culture	Perceived as negative, sarcastic or difficult to get along with; engages in excessive non-work related communication; or relationships are strained or somewhat negative	Communicates cordially and with accurate information; Does not consistently look for opportunities to build positive work environment; will assist others only if asked.	Encourages team support and positive interaction with colleagues; Exhibits tact and consideration in relation to others; Accepts and offers constructive criticism in a positive manner; anticipates needs without prompting.	Exemplifies team leadership by demonstrating competence, honesty, innovation, inspiration, and teamwork; always perceived as professional.
Compassion, Equity, Respect	Interacts appropriately with community members (i.e. face to face, telephone, written, social media)	Interactions do not promote positive image of the district or school; has difficulty dealing with situations involving conflict; or is unable to direct individuals to appropriate resource or address basic needs	Listens to and communicates respectfully; needs to develop more skills directing individuals to appropriate resource or reaching out to the public in a welcoming manner	Communication with public is consistently welcoming and appropriate; able to reduce conflict through knowledge and communication	Behaves as if a public relations ambassador to the community; Displays a positive, proactive and respectful demeanor even in the most difficult circumstances

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Compassion, Equity, Respect	Interacts appropriately with all staff	Interactions do not promote positive image of the district or school; has difficulty dealing with situations involving conflict; or is unable to direct individuals to appropriate resource or address basic needs	Listens to and communicates respectfully; needs to develop more skills directing individuals to appropriate resource or reaching out in a welcoming and age appropriate manner	Communication is consistently welcoming and age appropriate; able to reduce conflict through knowledge and communication	Displays a positive, proactive and respectful demeanor even in the most difficult circumstances
Compassion, Equity, Respect	Interacts appropriately with students	Interactions do not promote positive image of the district or school; has difficulty dealing with situations involving conflict; or is unable to direct individuals in an age appropriate manner to resources or address basic needs	Listens to and communicates respectfully; needs to develop more skills directing individuals to appropriate resource or reaching out in a welcoming manner	Communication is consistently welcoming and appropriate; able to reduce conflict through knowledge and communication	Displays a positive, proactive and respectful demeanor even in the most difficult circumstances
Compassion, Equity, Respect	Acts as a positive role model	Actions and behaviors do not portray a positive role model	Actions and behaviors sometimes do not portray a positive role model	Actions and behaviors consistently portray a positive role model	Actions and behaviors always portray a positive role model
Integrity	Maintains acceptable attendance record	Chronically late or absent; fails to follow established reporting procedures; is not ready to start work at start time; or does not use work time responsibly	Absent or late more than desirable; does not always follow reporting procedures; or sometimes uses time inappropriately	Consistently demonstrates responsibility for assigned duties through presence, reporting and diligence at assigned work tasks.	Exhibits flexibility and considers others' schedules and what is best for students and staff in requesting time off, always ensures work flow is not disrupted by rare absences.
Integrity	Utilizes time appropriately	Is not ready to start work at start time; or does not use work time responsibly	Sometimes uses time inappropriately	Consistently demonstrates diligence at assigned work tasks	Strong work ethic and, efficient use of time, responsible

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Integrity	Ensures confidentiality of information	Fails to maintain data privacy and confidentiality	Occasional reminder may be needed regarding data privacy and confidentiality	Consistently adheres to data privacy and confidentiality	Is a role model complying with data privacy and confidentiality
Integrity	Adheres to District policies and procedures	Fails to perform duties in compliance with district and building policies and procedures	Regularly performs duties in compliance with district and department policies and procedures. Occasional reminder may be needed to assure consistent compliance.	Consistently understands and follows district and department policies and procedures	Is a role model for performing duties in compliance with district/department policies and procedures, tactfully encourages and assists others to do the same.
Excellence	Knowledge and performance of job duties (refer to job description)	Fails to demonstrate appropriate skills and duties of position; repeatedly asks the same questions; needs constant direction	Demonstrates basic competency required; requires occasional direction and guidance; Usually catches on and implements once explained/shown procedures	Understands and implements all phases of work on regular basis; Learns and applies new skills within expected time frame	Seeks out ways to improve methods in assigned duties; provides leadership and on the job training to guide others
Excellence	Quality of work performance	Work production is inconsistent or inaccurate; fails to implement performance feedback.	Generally produces work which meets standards for accuracy and completeness; occasional guidance may be needed.	Consistently produces high quality service; looks for way to improve and implements those strategies; regularly displays commitment to excellence.	Successfully initiates and implements location-wide change to improve the quality of program and services; Leads other staff in providing high quality, professional service.
Excellence	Quantity of work/time management	Is off task or wastes time which minimizes amount of work accomplished	Generally completes assigned tasks within time limits; only takes on additional duties if asked	Modifies work pace as needed to reach job completion; reaches out to assist coworkers in their duties when appropriate	Looks for efficiencies wherever possible; takes on leadership role in modeling appropriate use of time.

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Excellence	Models excellent communication	Displays ineffective or noticeable errors in verbal and/or written communication; ineffective listening skills, does not keep others informed of necessary information which leads to confusion or dissent	Generally adequate but may lack timeliness or clarity on occasion, may lack good listening skills	Consistently able to communicate ideas and directions clearly, correctly, timely and professionally, effective listening skills	Seeks out ways to improve personal communication and models; promotes good communication to maximize team effectiveness, excellent listener
Excellence	Utilizes technology	Does not use or is hesitant to use all available technology, resources and tools; Occasional inappropriate use of technology	Displays basic use of technology necessary to complete tasks relating to communication and information retrieval	Effectively uses available technology, resources and tools for job specific requirements; demonstrates ability to troubleshoot technology when necessary.	Seeks out improved technology uses and successfully implements them to improve efficiency of operations; encourages and assists other staff in most effective use of technology.
Resilience	Ability to Problem Solving	Unable to recognize and deal appropriately with unexpected problems	Recognizes and responds appropriately to basic problem situations; Generally uses good judgement and maintains composure during stressful situations.	When faced with problems, collects appropriate information, analyzes situation and implements timely resolution; Communicates situation with others as appropriate.	Anticipates problems before they become an issue and successfully resolves the situation; makes recommendations to avoid future problems
Resilience	Demonstrates flexibility and adapts to change	Does not adapt to change well; resists or does not modify behavior in response to feedback	Tries to adapt to change or implement suggestions and usually successful	Demonstrates willingness and ability to successfully adapt to changing demands	Consistently able to adapt to change without any concerns.
Resilience	Welcomes professional development and personal growth	Is reluctant or hesitant to develop new skills or expand knowledge	Participates in appropriate professional development opportunities to enhance skills when asked.	Seeks additional training to improve job skills.	Takes a leadership role in providing training to others and developing skills of self and others.