



CRAVEN COUNTY SCHOOLS MEDIA ASSISTANT PERFORMANCE EXCELLENCE RUBRIC

Name: _____ (Print employee's legal name.)

Year: _____ Evaluator: _____

1.0 LEADERSHIP

INDICATOR	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
1.1 <i>Supports the Mission and Goals of the School/Department/District</i>	Does not yet support the school/department/district mission or goals. <div style="text-align: right;"><input type="checkbox"/></div>	Knows the school/department/district mission and goals, but individual work does not yet support accomplishing them. <div style="text-align: right;"><input type="checkbox"/></div>	Can communicate to others the school/department/district mission and goals. Individual work supports accomplishing the school/department/district mission and goals. <div style="text-align: right;"><input type="checkbox"/></div>	Can clearly communicate school/department/district mission and goals to others and understands how the work he/she does supports the school/department/district mission and goals. Individual work and decisions are aligned to accomplishing the school/department/district mission and goals. <div style="text-align: right;"><input type="checkbox"/></div>
1.2 <i>Is Self-directed and Takes Pride in His/Her Work</i>	Is not yet self-directed or self-motivated. <div style="text-align: right;"><input type="checkbox"/></div>	Beginning to take responsibility for some work processes. Works well independently and shows pride in work. <div style="text-align: right;"><input type="checkbox"/></div>	Takes some responsibility for accomplishing individual work processes. Is becoming more self-directed and takes pride in doing a good job. <div style="text-align: right;"><input type="checkbox"/></div>	Takes responsibility for accomplishing individual work processes. Is consistently self-directed and requires little supervision in order to do a good job. Takes pride in work and goes beyond what is expected. <div style="text-align: right;"><input type="checkbox"/></div>

2.0 WORKPLACE STRATEGIC PLANNING

INDICATOR	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
2.1 <i>Develops and Implements Personal Goals and Action Plans to Support School/Department/District Goals</i>	Has not yet developed personal goals or action plans to support school/department/district goals. <div style="text-align: right;"><input type="checkbox"/></div>	Is responsible for some processes in the school/department/district action plans, but has not developed personal goals. <div style="text-align: right;"><input type="checkbox"/></div>	Contributes to accomplishing school/department/district action plans and has developed personal goals, but has not yet implemented a personal action plan. <div style="text-align: right;"><input type="checkbox"/></div>	Develops personal goals and action plans to support school/department/district goals. Aligns individual work and prioritizes time to accomplish personal work goals. <div style="text-align: right;"><input type="checkbox"/></div>

3.0 STUDENT, STAKEHOLDER AND MARKET FOCUS

INDICATOR	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
3.1 <i>Monitors Stakeholder Satisfaction with His/Her Own Work</i>	Does not yet monitor the level of customer satisfaction with his/her work. <div style="text-align: right;"><input type="checkbox"/></div>	Checks customer satisfaction on a few isolated processes, but does not have a system to monitor customer satisfaction. <div style="text-align: right;"><input type="checkbox"/></div>	Periodically checks with customers to monitor and track levels of customer satisfaction with his/her work. <div style="text-align: right;"><input type="checkbox"/></div>	Regularly checks with customers to monitor and track levels of customer satisfaction with his/her individual work. <div style="text-align: right;"><input type="checkbox"/></div>

4.0 MEASUREMENT, ANALYSIS AND KNOWLEDGE MANAGEMENT

INDICATOR	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
4.1 <i>Collects Data to Improve Workplace Performance</i>	Does not yet collect data to improve workplace performance. <div style="text-align: right;"><input type="checkbox"/></div>	Collects data to improve some areas of workplace performance and guide some decisions. <div style="text-align: right;"><input type="checkbox"/></div>	Often collects data to improve workplace performance and uses data to guide decisions. Frequently reports on performance results. <div style="text-align: right;"><input type="checkbox"/></div>	Regularly collects data to improve workplace performance and uses data to guide decisions. Regularly reports on performance results. <div style="text-align: right;"><input type="checkbox"/></div>

5.0 HUMAN RESOURCE FOCUS

INDICATORS	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
5.1 <i>Interacts Appropriately with the Public, Students, and District Employees</i>	Does not yet interact appropriately with others. <input type="checkbox"/>	Is usually cooperative and pleasant in dealing with others and establishes some relationships. <input type="checkbox"/>	Is cooperative and pleasant in dealing with others, establishes positive relationships and is willing to offer assistance. <input type="checkbox"/>	Is cooperative, pleasant, and helpful in dealing with others and works well as part of the team. Contributes to a positive work environment in the department or district. <input type="checkbox"/>
5.2 <i>Cooperates and Positively Interacts with His/Her Supervisor</i>	Does not yet respond to directions nor works cooperatively in a team setting. <input type="checkbox"/>	Responds to most directions or suggestions and sometimes works cooperatively with the team to meet school/department/ district goals. <input type="checkbox"/>	Consistently responds to supervisory directions, expresses openness to directions or suggestions and works cooperatively most of the time with the team to meet school/department/ district goals. <input type="checkbox"/>	Consistently responds to supervisory directions, expresses openness to directions and suggestions. Works cooperatively all of the time with the team to assist the school/department/ district in achieving school/department/district goals. <input type="checkbox"/>

6.0 PROCESS MANAGEMENT

INDICATORS	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
6.1 <i>Participates in the Continuous Improvement Approach (Plan-Do-Study-Act or PDSA) to Improve Individual Work Processes</i>	Does not yet use a continuous improvement approach to improve individual work processes. <input type="checkbox"/>	Sometimes uses a PDSA (Plan-Do-Study-Act) approach to improve individual work processes. <input type="checkbox"/>	Frequently uses a PDSA (Plan-Do-Study-Act) approach to improve individual work processes. <input type="checkbox"/>	Consistently uses a PDSA (Plan-Do-Study-Act) approach to improve individual work processes and incorporates the use of quality tools into their work. <input type="checkbox"/>
6.2 <i>Maintains a Safe and Orderly Workplace Environment</i>	Does not yet maintain a safe and orderly workplace environment. <input type="checkbox"/>	Beginning to maintain a safe and orderly workplace environment. <input type="checkbox"/>	Frequently maintains a safe and orderly workplace environment. <input type="checkbox"/>	Consistently maintains a safe and orderly workplace environment. <input type="checkbox"/>

7.0 PERFORMANCE

INDICATOR	NOT YET	PROGRESSING	PROFICIENT	ADVANCED
7.1 <i>Work Performance Results are Improving Compared to Past Work Performance Results</i>	Work performance is not yet improving. <input type="checkbox"/>	Work performance does not show consistent improvement trends, but does show isolated areas of improvement. <input type="checkbox"/>	Work performance has improved, but there is not yet a sustained positive trend. <input type="checkbox"/>	Work performance is consistently improving in all areas. <input type="checkbox"/>

INDIVIDUAL GROWTH PLAN FOR MEDIA ASSISTANTS

Name: _____

Site: _____

Year: _____

EMPLOYEE IMPROVEMENT GOALS

Goal 1– Required: Identify a goal for improvement based on an analysis of your General Indicators results.

Goal 2- Optional: Identify a goal for improvement based on an analysis of your General Indicators results.

Write a brief summary of progress made towards accomplishing your goal(s).

Name: _____

Site: _____

Year: _____

GENERAL INDICATORS FOR MEDIA ASSISTANTS		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
1.	<i>Demonstrates and supports the Core Values.</i>												
2.	<i>Contributes to the overall school climate by supporting school and system wide goals.</i>												
3.	<i>Complies with federal and state law, as well as local policy and regulation.</i>												
4.	<i>Maintains appropriate school records and provides written reports and communications.</i>												
5.	<i>Assists in the implementation of a school media center program.</i>												
6.	<i>Provides ongoing support to teachers and students using resources in the school media center.</i>												
7.	<i>Assists students and staff with the location and use of information resources and equipment.</i>												
8.	<i>Assists with the supervision of students using the media center throughout the day.</i>												
9.	<i>Schedules use of media center facilities in collaboration with the media coordinator.</i>												
10.	<i>Assists with the preparation of instructional resources.</i>												
11.	<i>Contributes to the positive use of the school media center's learning environment.</i>												
12.	<i>Performs instructional support responsibilities related to the school library media program as assigned.</i>												
13.	<i>Assists in maintaining orderliness of the media center.</i>												
14.	<i>Establishes and maintains effective working relationships within the school community.</i>												
15.	<i>Assists in processing new media center materials received for circulation.</i>												
16.	<i>Ensures that materials, reports, and other information forwarded to the supervisor and others are carefully prepared, concise, accurate, and received in a timely manner.</i>												
17.	<i>Demonstrates excellent oral and written communication skills.</i>												
18.	<i>Complies with federal and state law, as well as local policy and regulation.</i>												
19.	<i>Demonstrates evidence of professional growth.</i>												
20.	<i>Strives for continuous improvement through PDSA.</i>												
21.	<i>Completes all school assignments and responsibilities in a timely and effective manner.</i>												
22.	<i>Demonstrates strong interpersonal communication and active listening when working with building administrators, students, staff, parents, central services personnel, and others.</i>												
23.	<i>Interacts with colleagues in an ethical and professional manner.</i>												
24.	<i>Completes all school assignments and responsibilities in a timely and effective manner.</i>												
25.	<i>Performs reliably, dependably with a good record of attendance, punctuality, flexibility and time management.</i>												

* U = UNSATISFACTORY N = NEEDS IMPROVEMENT S = SATISFACTORY E = EXCELLENT



Craven County School System Media Assistant Performance Appraisal Instrument

				1.0 LEADERSHIP
F				1.1 Supports the mission and goals of the school/department/district.
M				
S				
F				1.2 Is self-directed and takes pride in his/her work.
M				
S				
				2.0 WORKPLACE STRATEGIC PLANNING
F				2.1 Develops and implements personal goals and action plans to support school/.....
M				
S				
				3.0 STUDENT, STAKEHOLDER AND MARKET FOCUS
F				3.1 Monitors stakeholder satisfaction with his/her own work.
M				
S				
				4.0 MEASUREMENT, ANALYSIS AND KNOWLEDGE MANAGEMENT
F				4.1 Collects data to improve workplace performance.
M				
S				
				5.0 HUMAN RESOURCE FOCUS
F				5.1 Interacts appropriately with the public, students, and district employees.
M				
S				
F				5.2 Cooperates and positively interacts with his/her supervisor.
M				
S				
				6.0 PROCESS MANAGEMENT
F				6.1 Participates in a continuous improvement approach (PDSA) to improve individual work processes .
M				
S				
F				6.2 Maintains a safe and orderly workplace environment.
M				
S				
				7.0 PERFORMANCE
F				7.1 Work performance results are improving compared to past work performance results.
M				
S				

NOT YET
 PROGRESSING
 PROFICIENT
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