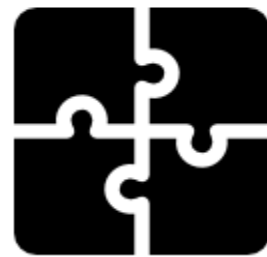


# Paterson Public Schools



IDEAS



SOLUTIONS



QUALITY



SERVICE



COMPETENCE



KNOWLEDGE



SUPPORT



HELP

**Teacher Coordinator**  
Practice Rubric

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## **Professional Educator Performance Standards**

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- 1. Preparation to Establish a School Community that supports a safe and orderly equitable learning environment (x2)**
  - ❖ Professional educators prepare for quality instruction using a comprehensive approach.
- 2. Use of Data to Inform Educational Equities and Condition (x2)**
  - ❖ Professional educators use assessment data to inform instruction.
- 3. Delivery of Service (x3)**
  - ❖ Special Services Providers delivers quality service
- 4. Interventions to Meet Diverse Needs (x3)**
  - ❖ Professional educators increase the probability of advancing individual student achievement.
- 5. Develops a Culturally Respectful Environment (x2)**
  - ❖ Professional educators deliver quality instruction.
- 6. Leadership (x2)**
  - ❖ Professional educators are responsible for professional growth and positive leadership.
- 7. Professionalism (x1)**
  - ❖ Professional educators have a responsibility to parents, students, the district, the public and to the education profession.

# PERFORMANCE STANDARD #1: Preparation to Establish a School Community that Supports a Safe and Orderly Equitable Learning Environment

*Professional educators prepare for quality instruction using a comprehensive approach.*

Service and Support		Level of Performance			
<i>The Teacher Coordinator should know and be able to:</i>		The Teacher Coordinator performing at this level:			
		<b>Unsatisfactory</b>	<b>Progressing</b>	<b>Proficient</b>	<b>Exemplary</b>
1a	<b>Outlines clear Expectations</b>	<input type="checkbox"/> Maintains the status quo and does not contribute to a school wide culture of high expectations for staff, students and parents.	<input type="checkbox"/> Acts in ways that demonstrate support of building a positive school climate and culture of high expectations for most staff, students, and parents.	<input type="checkbox"/> Teacher Coordinator practices reinforce and strengthen building a culture of high expectations for <i>all</i> students, staff, and parents.	<input type="checkbox"/> Teacher Coordinator initiates and engages in problem-solving to advance positive climate and culture with high expectations for <i>all</i> staff, students and parents
1b	<b>Creates a Culture of Excellence</b>	<input type="checkbox"/> The school-wide culture reinforces low level learning expectations and/or plans to meet even minimal climate goals that complement the district and school's academic goals are not clear.	<input type="checkbox"/> The school-wide culture supports student improvement efforts suitable for most students and the Teacher Coordinator outlines the steps to meet goals.	<input type="checkbox"/> Establishes a school-wide culture that challenges <i>all</i> students to continuously demonstrate safe and productive learning. Develops a plan to measure the progress toward meeting challenging climate goals that complement the district and school's academic goals.	<input type="checkbox"/> Creates positive climate and culture goals that complement the district and school's academic goals of excellence. Plans to continuously measure the progress toward attaining and sustaining a positive climate and culture.

1c	<b>Provides clear Communication</b>	<input type="checkbox"/> There is little to no evidence that the importance of positive school climate expectations has been communicated to students, staff, and parents in advance. There is little correlation between the district's climate goals and the school's academic goals.	<input type="checkbox"/> Positive climate and culture expectations are not communicated well to staff, students, and parents and/or the climate goals that complement the school's academic goals are not high enough for change and sustainability.	<input type="checkbox"/> Positive climate and culture expectations are communicated in advance to students, staff, and parents and an outline is provided of how the school can meet challenging climate goals that complement the district and school's academic goals.	<input type="checkbox"/> Staff, students, and parents are well prepared and can articulate the steps that must be taken to reach a positive climate and culture that complement the district and school's academic goals.
1d	<b>Follows District Policy</b>	<input type="checkbox"/> Action plans, when available, do not align with district adopted policies.	<input type="checkbox"/> Action plans are partially aligned to district adopted policies.	<input type="checkbox"/> Action plans are closely aligned to district adopted policies.	<input type="checkbox"/> Action plans are based on a thorough understanding of how to implement a positive climate and culture aligned with district adopted policies.
1e	<b>Provides Direction</b>	<input type="checkbox"/> Supports of action plan are inadequate. The activities and time line do not follow an organized progression and time allocations are unrealistic.	<input type="checkbox"/> Support of action plans are based on research based activities and resources. Progression and pacing of implementation is sporadic and time allocations are not always reasonable.	<input type="checkbox"/> Support of action plans are detailed around clearly defined activities and objectives for a positive climate and culture. Progression and pacing of the activities and time line are constant, with reasonable time allocations.	<input type="checkbox"/> Support of action plans are precisely planned with explicit attention to detail leading to the demonstration of implementing activities that promote a positive climate and culture. The progression and pacing of planned activities and steps are highly coherent.
1f	<b>Aligns Needs Assessment With Programs</b>	<input type="checkbox"/> Action plan's objectives, activities, and timeline of implementation cannot be found.	<input type="checkbox"/> Action plan's objectives, activities, and timeline are limited	<input type="checkbox"/> Action plan's objectives, activities and timeline are aligned with the needs assessment. Research- based recommendations and creates a positive climate and culture.	<input type="checkbox"/> Action plan's objectives, activities, and timeline are aligned with the needs assessment and research based recommendations to effectively focus on the implementation of a positive climate and culture.

1g	Evaluates Program Implementation	<input type="checkbox"/> There is no evidence to evaluate the plan to improve the climate and culture of the school	<input type="checkbox"/> The evaluation of implementation is minimally developed and/or may be loosely connected to the action plan's details.		<input type="checkbox"/> The evaluation of implementation is developed in advance and it is aligned with the details.		<input type="checkbox"/> The evaluation of implementation is developed in advance, tied closely with the action plan's details and provides multiple ways for staff, students, and parents to demonstrate ways to ensure fairness, equity, and continuous improvement for a positive climate and culture.	
		<div><input type="checkbox"/> Unsatisfactory</div>	<div><input type="checkbox"/> Progressing I</div>	<div><input type="checkbox"/> Progressing II</div>	<div><input type="checkbox"/> Proficient I</div>	<div><input type="checkbox"/> Proficient II</div>	<div><input type="checkbox"/> Proficient III</div>	<div><input type="checkbox"/> Exemplary</div>
I. PERFORMANCE SCORE								

# PERFORMANCE STANDARD #2: Use of Data to Inform Educational Equities and Condition

*Professional educators use assessment data to inform instruction.*

Service and Support		Level of Performance			
The Teacher Coordinator should know and be able to:		The Teacher Coordinator performing at this level:			
		Unsatisfactory	Progressing	Proficient	Exemplary
2a	Accesses Data	<input type="checkbox"/> No evidence of the analysis of surveys, focus group interviews, attendance data or discipline data.	<input type="checkbox"/> Accesses and analyzes the data from surveys, focus group interviews, attendance data and discipline data to identify accomplishments and areas in need of improvement.	<input type="checkbox"/> Accesses the data from surveys, focus group interviews, attendance data and discipline data to improve achievement results for individuals and groups of students.	<input type="checkbox"/> Regularly accesses and systematically uses data from surveys, focus group interviews, attendance data and discipline data to organize tables and create profiles on multiple measures of culture and climate implementation achievement results
2b	Analyzes Data	<input type="checkbox"/> Although the surveys and focus group interviews are implemented and the discipline, attendance, and truancy data is collected, there is no evidence that the information is used to make decisions to create positive climate and culture.	<input type="checkbox"/> Attempts to make decisions linked to analysis of data may not be complete to create positive climate and culture.	<input type="checkbox"/> Makes accurate use of data from surveys, focus group interviews, discipline incidents, attendance and truancy when making decisions to create positive climate and culture.	<input type="checkbox"/> Accurately draws inferences from multiple data sources such as surveys, focus group interviews, discipline incidents, attendance and truancy reports to make decisions about next steps and timeline activities for a positive climate and culture.

2c	<b>Implements an effective Feedback System</b>	<input type="checkbox"/> A single type of a feedback method is used that is not aligned with the evidence outcomes from the data.	<input type="checkbox"/> Uses a limited number of feedback methods to assess implementation, which are not clearly aligned with the evidence outcomes from the data.		<input type="checkbox"/> Appropriately uses a number of feedback methods to assess implementations, which are loosely aligned to the evidence outcomes from the data.		<input type="checkbox"/> Evidence of a well-balanced feedback system is in place which uses a variety of methods (i.e.: Focus groups, surveys, reflections, agendas, and other feedback methods) that matches the intended purpose of the strategy to promote a positive climate and culture. Strategies are closely aligned with evidence outcomes from the data. Implements Paterson Effective School model.	
2d	<b>Provides quality feedback</b>	<input type="checkbox"/> Feedback methods are of poor quality and do not support the development of a positive climate and culture.	<input type="checkbox"/> Uses feedback methods not Relative to the action plan. Collaborates with most stakeholders, such as students, staff, and parents to implement evaluations to assess the action plan and compare results.		<input type="checkbox"/> Collaborates with all stakeholders, such as students, staff, and parents to develop and create a variety of feedback methods to assess the relevancy of the action plan to promote a positive climate and culture.		<input type="checkbox"/> Designs high-quality feedback methods to accurately measure the success of each objective and activity in the action plan’s objectives, activities, timeline and its implementation.	
2. PERFORMANCE SCORE		<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Progressing I	<input type="checkbox"/> Progressing II	<input type="checkbox"/> Proficient I	<input type="checkbox"/> Proficient II	<input type="checkbox"/> Proficient III	<input type="checkbox"/> Exemplary

## PERFORMANCE STANDARD #3: Delivery of Service

### *Special Services Providers delivers quality of service*

Service and Support		Level of Performance			
		The Teacher Coordinator performing at this level:			
<i>The Teacher Coordinator should know and be able to:</i>		<i>Unsatisfactory</i>	<i>Progressing</i>	<i>Proficient</i>	<i>Exemplary</i>
3a	<b>Use a variety of materials, methods and strategies to remove barriers to learning.</b>	Rarely assists students and their parents in the individual student planning of personal, academic and career goals that are reviewed and updated on a continuing basis.	Adequately assists students and their parents in the individual student planning of academic, career and personal goals that are reviewed and updated on a continuing basis.	Effectively assists students and their parents in the individual student planning of academic, career and personal goals that are reviewed and updated on a continuing basis.	Proactively assists students and their parents in the individual student planning of academic, career and personal goals that are reviewed and updated on a continuing basis.
3b	<b>Use problem solving techniques in individual, group and classroom settings.</b>	Have ineffective problem solving techniques to help students acquire skills in decision-making, problem solving and goal setting for increased academic success.	Displays a limited repertoire of problem solving techniques to help students acquire skills in decision-making, problem solving and goal setting for increased academic success.	Effectively applies problem solving techniques to help students acquire skills in decision-making, problem solving and goal setting for increased academic success.	Highly skilled with depth and range of effective problem solving techniques to help students acquire skills in decision making, problem solving and goal setting for increased academic success.



3c	<b>Design and deliver district adopted affective curriculum and/or career planning programs for students.</b>	Plans lesson or unit that has no clearly defined structure, or structure is chaotic. Activities do not follow an organized progression and time allocations are unrealistic. Unit is not thought-out and planning is inadequate. Lessons are unfocused and/or lessons consistently limit counselor-student engagement.	Plans lesson or unit that has a recognizable structure, although the structure is not uniformly maintained throughout. Progression of activities is uneven, with most time allocations reasonable. There is not a general plan for the entire unit prior to the first lesson of the unit being delivered. The unit and lessons are only loosely tied to concepts and objectives. Unit is not designed to maximize productive time, as activities tend to be strung together.	Designs and delivers lessons or units that have a clearly defined structure around which activities are organized. Progression of activities is even, with reasonable time allocation. Lesson or unit is planned in fair detail. The unit is designed to teach concepts thoroughly, with time for follow-up. Lessons are designed to maximize productive time and engage student thinking.	Designs and delivers lessons or units that have a clearly defined structure that allows for different pathways according to diverse student needs. The progression of activities is highly coherent. Lesson or unit is fully planned with explicit attention to detail. Lesson or unit is structured around concepts and objectives and the relevancy of the instruction is clear to students. Lessons are designed to maximize productive time and critical thinking skills.
3d	<b>Ensure sessions or meetings are focused and productive while promoting active participation.</b>	Does not assume responsibility for ensuring that sessions or meetings are both focused and productive.	Is working on improving facilitation skills to ensure that sessions and meetings are both focused and productive.	Frequently monitors the success of the session or meeting against the intended outcomes. Able to facilitate sessions or meetings that are generally focused, productive and encouraging of active participation.	Consistently seeks input from participants when monitoring the success of the session or meeting against the intended outcomes. Facilitation skills promote active participation during focused and productive sessions or meetings.

3e	<b>Access building, district and community resources.</b>	Displays little or no knowledge of building, district and community resources or resources are mismatched with the findings of the identified needs.	Has knowledge of and accesses building and district resources for students.		has knowledge of building, district and community resources. Connects Student/family with resources in a timely manner and does appropriate follow-up.		Has knowledge of existing building, district and community resources and develops additional resources, which are used in prevention efforts with students and their families. Relentless in seeking ways to make resources available to students through the school, district and in the community.	
3f	<b>Implement and evaluate a yearly mentoring program.</b>	Does not implement and/or distribute a yearly calendar of counseling services/activities. Services/activities are not based on need or are evaluated for effectiveness.	Occasionally implements and distributes a yearly calendar of counseling services reflecting the time spent in the four delivery system areas. Makes modest changes in the counseling program when data indicates ineffectiveness.		Consistently implements and distributes a yearly calendar of counseling services which reflects a balance in the four delivery system areas. Makes appropriate revisions in the counseling program in response to program evaluation data.		Effectively and consistently implements and distributes a yearly calendar of counseling services which reflects a balance in the four delivery system areas. Continually seeks ways to improve the counseling program and makes targeted changes as needed in response to program evaluation data.	
<b>3. PERFORMANCE SCORE</b>		<div><input type="checkbox"/></div> <b>Unsatisfactory</b>	<div><input type="checkbox"/></div> <b>Progressing I</b>	<div><input type="checkbox"/></div> <b>Progressing II</b>	<div><input type="checkbox"/></div> <b>Proficient I</b>	<div><input type="checkbox"/></div> <b>Proficient II</b>	<div><input type="checkbox"/></div> <b>Proficient III</b>	<div><input type="checkbox"/></div> <b>Exemplary</b>

# PERFORMANCE STANDARD #4: INTERVENTIONS TO MEET DIVERSE NEEDS

*Professional educators increase the probability of advancing individual student achievement.*

Service and Support		Level of Performance The Mentor performing at this level:													
The Mentor should know and be able to:		Unsatisfactory		Progressing		Proficient		Exemplary							
4a	Differential Techniques	Does not differentiate intervention for students.		Experiments with differentiated intervention techniques for some students without clearly defining the student’s needs that are being addressed by the use of the strategy.		Appropriately implements differentiated intervention techniques to meet the needs of various student groups.		Analyzes student achievement and behavioral data to effectively design and differentiate intervention techniques to challenge all student groups and especially highly able students.							
4b	Response to Intervention	Assumes minimal responsibility in providing intervention and does not collaborate with special service providers to support students with unique learning needs.		Attends meetings to discuss concerns for specific students with limited follow-up.		Participates in providing staff members with intervention to provide differentiated instruction and consults with special service providers to support students’ needs.		Assumes an active role as a member of the leadership team providing academic intervention to provide differentiated strategies and works collaboratively with special service providers to support students with unique needs.							
4c	Progress Monitoring	Progress monitoring data is not available.		Progress monitoring data is recorded.		Records progress monitoring data to determine if interventions are effective. For students who require more intense interventions, the frequency of progress monitoring is increased.		Maintains progress monitoring data and analyzes discreet data points to improve intervention effectiveness. Uses many forms of progress monitoring tools appropriately and accurately interprets results to adjust instruction accordingly.							
4. PERFORMANCE SCORE		<input type="checkbox"/> Unsatisfactory		<input type="checkbox"/> Progressing I		<input type="checkbox"/> Progressing II		<input type="checkbox"/> Proficient I		<input type="checkbox"/> Proficient II		<input type="checkbox"/> Proficient III		<input type="checkbox"/> Exemplary	

# PERFORMANCE STANDARD #5: Develops a Culturally Respectful Environment

*Professional educators deliver quality instruction.*

Service and Support		Level of Performance			
<i>The Teacher Coordinator should know and be able to:</i>		The Teacher Coordinator performing at this level:			
		<i>Unsatisfactory</i>	<i>Progressing</i>	<i>Proficient</i>	<i>Exemplary</i>
5a	<b>Provides support for positive climate and culture</b>	<input type="checkbox"/> The Teacher Coordinator provides no support to stakeholders to foster polite and respectful interactions among students, staff and parents.	<input type="checkbox"/> The Teacher Coordinator provides limited support to all stakeholders to foster polite and respectful interactions among students, staff and parents.	<input type="checkbox"/> The Teacher Coordinator supports all stakeholders to foster polite and respectful interactions among students, staff and parents.	<input type="checkbox"/> Strategically selects from an extensive repertoire of effective focused interventions to decrease students' discipline infractions. The Teacher Coordinator supports stakeholders to foster a school-wide culture in which interactions among students, staff and parents are highly respectful. Students have learned to be supportive of one another.
5b	<b>Selects Effective strategies</b>	<input type="checkbox"/> The Teacher Coordinator provides stakeholders with no strategies that foster positive communication with students and does not contribute to the learning community	<input type="checkbox"/> The Teacher Coordinator provides stakeholders with limited strategies that foster positive communication with students and may or may not contribute to the learning community.	<input type="checkbox"/> The Teacher Coordinator provides stakeholders with some strategies that foster positive communication with students which contribute to the learning community.	<input type="checkbox"/> The Teacher Coordinator provides stakeholders with various strategies that foster positive communication with students which contribute to the learning community.

5c	<b>Creates and implements Purposeful strategies</b>	<input type="checkbox"/> The Teacher Coordinator does not teach or model tolerance strategies. Teacher Coordinator actions/words embarrass and/or devalue students.	<input type="checkbox"/> The Teacher Coordinator is beginning to address issues related to tolerance and respect for cultural and other differences, although expectations may not be consistently enforced.	<input type="checkbox"/> The Teacher Coordinator incorporates lessons on teaching tolerance strategies to students fostering respect for all students and staff.	<input type="checkbox"/> The Teacher Coordinator is intentional about teaching tolerance strategies and reinforces school-wide interactions that are respectful of all students and staff.
5d	<b>Clearly outlines Directions and Expectations</b>	<input type="checkbox"/> Allows others to fulfill the goals and priorities outlined in the School Action Plan.	<input type="checkbox"/> Works collaboratively with leadership to fulfill the goals and priorities outlined in the School Action Plan.	<input type="checkbox"/> Actively participates in positively contributing to fulfillment of the goals and priorities outlined in the School Action Plan by serving in a building leadership capacity.	<input type="checkbox"/> Assumes a positive role in seeking more effective, solution-oriented ways within the building and the district to fulfill the goals and priorities outlined in the District/School Action Plan.
5e	<b>Seeks Positive Solutions</b>	<input type="checkbox"/> Does not act in ways that reinforce the implementation of school improvement efforts.	<input type="checkbox"/> Maintains relationships with colleagues to fulfill duties that the school requires.	<input type="checkbox"/> Provides mutual support and cooperation with colleagues and administrators that contribute to improving the functioning of the school.	<input type="checkbox"/> Initiates positive relationships and forms collegial partnerships with colleagues, support staff, administrators, parents and others to contribute to the effective functioning of the programs within the school and/or district.
5f	<b>Reinforce School Focus</b>	<input type="checkbox"/> Engages in disagreements and/or is unsupportive of school improvement efforts.	<input type="checkbox"/> Supportive of the school's focus on improving the quality of instruction for students.	<input type="checkbox"/> Steps forward to support and promote the school's focus on improving the quality of instruction for all students.	<input type="checkbox"/> Works to reinforce ways to promote and protect the school's focus on improving the quality of instruction for all students by proactively addressing potential student discipline issues. Displays a sense of self-efficacy.
5g	<b>Optimizes relationships with colleagues</b>	<input type="checkbox"/> No time is devoted to dialogue with colleagues in collaborative teams to improve student outcomes.	<input type="checkbox"/> Takes some initial steps to engage in dialogues with colleagues in collaborative teams.	<input type="checkbox"/> Actively participates in a culture of professional inquiry with colleagues to improve best practices in collaborative teams; stays focused and moves the discussion forward.	<input type="checkbox"/> Facilitates dialogues that challenge self and others on the collaborative teams to continually improve the team's effectiveness (e.g., engaging in collective inquiry on questions specifically linked to student achievement, use of protocols, engaging in action research and practicing sense-making).

5h	Communicates direction and ideas	<input type="checkbox"/> Makes no effort to share knowledge with others or to contribute productively to the professional learning of the team.	<input type="checkbox"/> Exchanges ideas with other teachers and members of the team regarding discipline strategies, increasing student attendance and other non-academic concerns.	<input type="checkbox"/> Volunteers to participate in school or district professional learning making an important, contribution to the work of the team.	<input type="checkbox"/> Shares best practice strategies with others through modeling or conducting professional development both inside and outside the school and/or district.			
5i	Exhibits a Growth Mindset	<input type="checkbox"/> Does not engage in professional development activities other than for licensure renewal.	<input type="checkbox"/> Participates in professional development opportunities to gain new skills. Seeks to improve teaching practices.	<input type="checkbox"/> Actively reflects on improving teaching practices, seeking new professional development opportunities to grow professionally.	<input type="checkbox"/> Challenges self to grow professionally providing evidence of life-long learning. Evidence of life-long learning is integrated into teaching practices, enhancing effectiveness.			
5j	Serves as a Mentor	<input type="checkbox"/> Does not seek or accept feedback from mentors or peers.	<input type="checkbox"/> Seeks and accepts support from a mentor and/or peers.	<input type="checkbox"/> Positively impacts the work of other educators through mentorship and/or peer feedback.	<input type="checkbox"/> Serves as a skilled mentor for other educators. Takes leadership role in peer feedback and/or establishes mentorship opportunities for students.			
5k	Sets clear expectations	<input type="checkbox"/> Sets low performance goals for self and/or has difficulty providing evidence of monitoring or meeting individual performance goals.	<input type="checkbox"/> Develops individual performance goals and monitors as required.	<input type="checkbox"/> Establishes individual, measurable performance goals that align with the building action plan and has a strategy for monitoring own progress in reaching these goals.	<input type="checkbox"/> Establishes challenging individual, measurable performance goals that meet and/or exceed the goals in the district/building action plan and monitors own progress in reaching these goals.			
5. PERFORMANCE SCORE		<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Progressing I	<input type="checkbox"/> Progressing II	<input type="checkbox"/> Proficient I	<input type="checkbox"/> Proficient II	<input type="checkbox"/> Proficient III	<input type="checkbox"/> Exemplary

## PERFORMANCE STANDARD #6: Leadership

*Professional educators are responsible for professional growth and positive leadership.*

Service and Support  <i>The Teacher Coordinator should know and be able to:</i>		Level of Performance The Teacher Coordinator performing at this level:			
		<b>Unsatisfactory</b>	<b>Progressing</b>	<b>Proficient</b>	<b>Exemplary</b>
6a	<b>Exhibits strong Leadership Skills</b>	<input type="checkbox"/> Allows others to fulfill the goals and priorities outlined in the building Action Plan.	<input type="checkbox"/> Works collaboratively with leadership to fulfill the goals and priorities outlined in the Building Action Plan.	<input type="checkbox"/> Actively participates in positively contributing to the fulfillment of the goals and priorities outlined in the Building Action Plan by serving in a building leadership capacity.	<input type="checkbox"/> Assumes a positive role in seeking more effective, solution-oriented ways within the building and the district to fulfill the goals and priorities outlined in the District/Building Action Plan
6b	<b>Creates Collegial Partnerships</b>	<input type="checkbox"/> Does not act in ways that reinforce the implementation of school improvement efforts.	<input type="checkbox"/> Maintains relationships with colleagues to fulfill duties that the school requires.	<input type="checkbox"/> Provides mutual support and cooperation with colleagues and administrators that contribute to improving the functioning of the school.	<input type="checkbox"/> Initiates positive relationships and forms collegial partnerships with colleagues, support staff, administrators, parents and others to contribute to the effective functioning of the school and/or programs within the district.
6c	<b>Focuses on quality strategies</b>	<input type="checkbox"/> Engages in disagreements in an unprofessional manner and/or is unsupportive of school improvement effort	<input type="checkbox"/> Supportive of the school's focus on improving the quality of instruction for most students.	<input type="checkbox"/> Steps forward to support and promote the school's focus on improving the quality of instruction for all students.	<input type="checkbox"/> Works in mutually reinforcing ways to promote and protect the school's focus on improving the quality of instruction for all students. Displays a sense of self-efficacy.
6d	<b>Displays Professional Inquiry</b>	<input type="checkbox"/> No time is devoted to dialogue with colleagues to improve student outcomes.	<input type="checkbox"/> Takes some initial steps to engage in dialogues with colleagues.	<input type="checkbox"/> Actively participates in a culture of professional inquiry with colleagues to improve best practices, stays focused and moves the discussion forward.	<input type="checkbox"/> Facilitates dialogues that challenge self and others on the team to continually improve effectiveness

6e	Pursues Professional Learning	<input type="checkbox"/> Makes no effort to share knowledge with others or to contribute productively to the professional learning of the team.	<input type="checkbox"/> Exchanges ideas with other teachers and members of the team.		<input type="checkbox"/> Volunteers to participate in school or district professional learning, making an important contribution to the work of the team.		<input type="checkbox"/> Collaborates with administrative team to promote the sharing of best practice strategies with others through modeling or conducting professional development both inside and outside the school and/or district.	
6f	Is a Life Long Learner	<input type="checkbox"/> Does not engage in professional development activities other than for licensure renewal.	<input type="checkbox"/> Participates in professional development opportunities to gain new skills.		<input type="checkbox"/> Actively reflects on seeking new professional development opportunities to grow professionally.		<input type="checkbox"/> Challenges self to grow professionally, providing evidence of life-long learning.	
6g	Provides Feedback to Peers	<input type="checkbox"/> Does not seek or accept feedback from mentors or peers.	<input type="checkbox"/> Seeks and accepts support from a mentor and/or peers.		<input type="checkbox"/> Positively impacts the work of other educators through mentorship and/or peer feedback.		<input type="checkbox"/> Serves as a skilled mentor for other educators. Takes leadership role in peer feedback and/or establishes mentorship opportunities for students.	
6h	Sets Performance Goals	<input type="checkbox"/> Sets low performance goals for self and/or has difficulty providing evidence of monitoring or meeting individual performance goals.	<input type="checkbox"/> Develops individual performance goals and monitors as required.		<input type="checkbox"/> Establishes individual, measurable performance goals that align with the building action plan and has a strategy for monitoring own progress in reaching these goals.		<input type="checkbox"/> Establishes challenging individual, measurable performance goals that meet and/or exceed the goals in the district/building action plan and monitors own progress in reaching these goals.	
6. PERFORMANCE SCORE		<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Progressing I	<input type="checkbox"/> Progressing II	<input type="checkbox"/> Proficient I	<input type="checkbox"/> Proficient II	<input type="checkbox"/> Proficient III	<input type="checkbox"/> Exemplary



# PERFORMANCE STANDARD #7: Professionalism

*Professional educators have a responsibility to parents, students, the district, the public and to the education profession.*

Service and Support  <i>The Teacher Coordinator should know and be able to:</i>		Level of Performance The Teacher Coordinator performing at this level:			
		<i>Unsatisfactory</i>	<i>Progressing</i>	<i>Proficient</i>	<i>Exemplary</i>
7a	<b>Fulfills Legal and Professional Responsibilities</b>	<input type="checkbox"/> Disregards or has no awareness of legal and professional responsibilities pertaining to HIB, attendance and other student discipline matters.	<input type="checkbox"/> Has a limited understanding and seeks to raise awareness of their legal and professional responsibilities pertaining to. HIB, attendance and other student discipline matters.	<input type="checkbox"/> Understands and abides by the legal and professional responsibilities pertaining to HIB, attendance and other student discipline matters.	<input type="checkbox"/> Fully understands, abides by and supports the legal and professional responsibilities pertaining to HIB, attendance and other student discipline matters. The teacher mentor acts proactively in seeing that colleagues comply with standards of excellence.
7b	<b>Complies with Federal, State and district regulations</b>	<input type="checkbox"/> Does not comply with Federal, State and district policies and procedures.	<input type="checkbox"/> Inconsistently complies with Federal, State and district policies and procedures.	<input type="checkbox"/> Consistently complies with Federal, State and district policies and procedures.	<input type="checkbox"/> Complies with Federal, State and district policies and procedures. Actively contributes to solutions that promote effective implementation of policies and procedures.
7c	<b>Maintains Confidentiality</b>	<input type="checkbox"/> Disregards the legal and professional aspects of confidentiality practices.	<input type="checkbox"/> Seeks clarification and understanding of confidentiality practices. Takes initiative to do research, ask questions, and communicate with colleagues about best practice with regard to confidentiality laws.	<input type="checkbox"/> Maintains the legal and professional aspects of confidentiality practices. Has a working knowledge of the law as evidenced by the decisions made regarding how, when, where, why, and with whom confidential information is shared and stored.	<input type="checkbox"/> Demonstrates respect for and prohibits others from sharing confidential information inappropriately. Reinforces decisions made regarding how, when, where, why, and with whom confidential information is shared and stored.

7d	<b>Contributes to a Respectful Workplace</b>	<input type="checkbox"/> Exhibits disrespectful behavior when interacting with students, parents, staff and/or the community. Violates respectful workplace behaviors.	<input type="checkbox"/> Interactions with students, parents, staff and/or the community are neutral. Complies with respectful workplace behaviors.	<input type="checkbox"/> Consistently models respect for others when interacting with students, parents, staff and/or the community. Models respectful workplace behaviors.	<input type="checkbox"/> Promotes a culture focused on exemplifying respect for others. Adheres to high standards of professionalism characteristic of respectful workplace behaviors.
7f	<b>Displays Honesty and Integrity</b>	<input type="checkbox"/> Displays unethical or dishonest conduct when interacting with students, parents and/or colleagues.	<input type="checkbox"/> Uses poor judgment when interacting with students, parents and/or colleagues.	<input type="checkbox"/> Interacts with students, parents and/or colleagues with honesty and integrity.	<input type="checkbox"/> Displays the highest level of ethical and professional conduct, acting honestly and with integrity when interacting with students, parents, colleagues and/or the community.
7g	<b>Fulfills duties to create positive Climate and Culture</b>	<input type="checkbox"/> Absent from assignment and assigned duties and/or is habitually late.	<input type="checkbox"/> Performs assignments and other duties as assigned. Is usually present and on time.	<input type="checkbox"/> Assumes responsibility for the successful implementation of their assignment and other duties as assigned. Is consistently present and on time.	<input type="checkbox"/> Assumes full responsibility for, and improves upon, the effective and efficient implementation of their assignment and other duties as assigned.
7h	<b>Provides clear Communication</b>	<input type="checkbox"/> Poorly communicates to students, staff, families, colleagues and/or the community. Communication is frequently inaccurate and unclear and is not sent in a timely fashion.	<input type="checkbox"/> Communicates information adequately using oral, written and/or electronic methods.	<input type="checkbox"/> Consistently communicates clear, understandable and accurate information in an efficient and timely manner with multiple audiences using a variety of communication methods.	<input type="checkbox"/> Effectively communicates with diverse audiences in a manner that supports the welfare and success of students and the school. Communication serves to advance understanding in challenging situations.

7i	<b>Has strong Conflict Resolution and Decision Making skills</b>	<input type="checkbox"/> Minimal involvement in identifying and seeking solutions to challenges. Solutions may even have an adverse impact.	<input type="checkbox"/> Makes limited contributions when identifying and seeking solutions to effectively address challenges regarding climate and culture.		<input type="checkbox"/> Actively participates to identify and seek solutions using conflict resolution and decision making strategies that effectively address challenges regarding climate and culture		<input type="checkbox"/> Promotes and models strategies for identifying and seeking solutions to challenges regarding climate and culture.	
7j	<b>Maintains Professional Composure</b>	<input type="checkbox"/> Loses composure or becomes defensive when faced with a difficult problem.	<input type="checkbox"/> Requires reassurance from others to maintain composure in the face of conflict or difficult issues.		<input type="checkbox"/> Assumes responsibility for maintaining professional composure in the face of conflict or difficult situations.		<input type="checkbox"/> Anticipates and diffuses conflicts using a variety of communication methods, as well as conflict resolution techniques. Is a calming presence when faced with conflict or challenges?	
7. <b>PERFORMANCE SCORE</b>		<input type="checkbox"/> <b>Unsatisfactory</b>	<input type="checkbox"/> <b>Progressing I</b>	<input type="checkbox"/> <b>Progressing II</b>	<input type="checkbox"/> <b>Proficient I</b>	<input type="checkbox"/> <b>Proficient II</b>	<input type="checkbox"/> <b>Proficient III</b>	<input type="checkbox"/> <b>Exemplary</b>