



Listed below are the Professional Competencies that will make up 50% of the evaluation process.

1. Commitment to students

- Must be not only committed to students, but committed to the pursuit of excellence
- Understands his or her role and responsibility and how they contribute to student achievement.
- Understands how the job contributes to success for every student

2. Professionalism

- Remains calm under pressure: Responds to all people equitably
- Is dependable, reliable and maintains a good attendance record
- Is proactive when handling all situations; Is timely with information

3. Knowledge of Job

- Is knowledgeable about current and new practices and methods
- Uses appropriate materials, equipment and resources
- Knows appropriate policies, procedures, and regulations

4. Communication

- Is effective in oral and written skills
- Is able to communicate well to manage conflict and deal effectively with problem situations
- Is tactful when handling situations and difficulties

5. Organization

- Assists as needed to organize tasks; Is able to manage a broad range of activities
- Anticipates the needs of students, parents, staff, supervisors and principals
- Displays good time management by completing all assigned tasks by the assigned time

6. Problem Solving

- Changes routines to fit the needs of the situations; Recognizes issues and their implication quickly
- Accesses and uses resources effectively and efficiently
- Identifies process improvements

7. Teamwork

- Is able to be a team member/player
- Attempts to understand other perspectives
- Relates well to others; Treats people with respect

8. Ethical

- Articulates and follows a code of ethics for making professional decisions
- Demonstrates ethical and professional behavior that includes trustworthiness and integrity