

Below is the Professionalism Rubric for end-of-the-year evaluations. A percentage (TBD) of your evaluation rating will be based on your Professionalism score. Please review criteria.

PROFESSIONALISM ASSESSMENT RUBRIC

	HIGHLY PROFESSIONAL- 3	PROFESSIONAL- 2	DEVELOPING- 1	UNPROFESSIONAL- 0
Punctuality	Always arrives on time and stays for the entire day (unless requested PTO time 2 weeks in advance); always picks students up on time from specials and bring them to lunch on time, always arrives to the cafeteria on time for morning duty.	Is punctual most of the time.	Is punctual some of the time.	Is rarely punctual.
Meeting Deadlines	Always submits on time: lesson plans, data chats, newsletters, tutoring paper work, report cards, ESE/ESOL/504 forms. Always meets all additional deadlines. (not including Engrade)	Meets deadlines most of the time.	Meets some deadlines.	Rarely meets deadlines.
Organization	Classroom is always organized, teacher has an organizational system in classroom that is always kept up to date and utilized.	Is mostly organized.	Needs to work on organization.	Ineffective organizational techniques.
Safety Responsibility	Never uses personal cell phone while watching students, never leaves students by themselves, always shows concern for the safety of students.			Has used personal phone while responsible for watching students or has left students unattended on at least one occasion.
Quality of Work	Follows all guidelines for lesson plans, data chats, report cards and other additional duties such as: assigning technology, administering district testing, after-school tutoring, grading	Quality of work mostly follows guidelines.	Work is turned in and complete but does not follow guidelines. OR Work is regularly turned in incomplete.	Work does not follow guidelines or is not turned in within a reasonable amount of time to receive feedback and make corrections.

	technology, grading PBPA, 3rd grade Good Cause Portfolios.			
<i>Thinkwave</i>	Posted 2 grades per week per subject (including assessments, quizzes, classwork, and homework) consistently all year. Administration never has to ask teacher to update grades because it is already done.	Almost always updates Thinkwave with all required information.	Updates the minimum of grades when administration requests for teacher to update grades. OR Teacher does not include all components (assessments, quizzes, classwork, and homework) for each class taught, so the grades do not reflect the students' progress/ Teacher's grades are not accurate (all students have 100% in classes) so the grades do not reflect the students' progress	Does not update Thinkwave until administration asks repeatedly. Administration has to enter some grades for the teacher or teacher has to come up with grades last-minute.
<i>Parent Communication</i>	Ongoing communication with parents regularly, in-person, by phone, and by e-mail, regarding positive and negative academics and behavior. Teacher used tools learned in trainings about parent communication effectively throughout the year (behavior reflection forms, positive/negative parent communication, notified parents of dropping grades). Communication with families is professional and consistent.	Promptly communicates with parents every time there is an incident. Parent communication is ongoing but only with some students who have behavioral or academic problems.	Communicates with parents only if there is an issue or the parent requests a conference.	Communicates with parents only when asked by administration.

SCORE: _____/21