San Luis Valley Board of Cooperative Educational Services Evaluation Instrument Rubric (8/2014)

Examples are for guidance in evaluating multiple job descriptions. Each section is not limited to the examples provided. Additional expectations will be applied as applicable to the varying job expectations within our multiple job descriptions. These are generally accepted expectations for varying types of job titles that work within a partnership atmosphere.

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|  | Not Evident | Partially Proficient | Proficient | Accomplished | Exemplary |
| Definition |  The employee’s performance on the practice is significantly below the SLV BOCES standard/expectation.The employee does not demonstrate the necessary knowledge, skills, abilities and or commitment required.  | The employee’s performance on the practice is below the SLV BOCES standard/expectation. The employee needs improvement or further development. Recommend improved performance through development, experience and/or application.  |  The employee’s performance on the practice meets SLV BOCES standard/expectation.The employee successfully demonstrates the required skills, abilities and commitment for this job task.  | The employee’s performance on the practice exceeds SLV BOCES standard/expectationThe employee achieves job requirements and occasionally exceeds expectations.  | 1. The employee’s performance on the practice significantly exceeds SLV BOCES standard/expectation. The employee consistently exceeds expectations. This rating is used as special recognition for extraordinary accomplishments.  |
| Skills and Knowledge Examples | Lacks knowledge and skills in basic areas that affect performance in attaining job completion, effectivenessConsistent struggle in learning and or applying new skills and knowledge effectively. Shows inconsistent work habits, non-completion of tasks and is prone to make mistakes.Takes more time and effort than needed/ is unable to accomplish tasks by established deadlines.  | Lacks knowledge and skills in some areas that affect performance in certain aspects of the jobHas difficulty learning and or applying new skills and knowledge effectively.Shows inconsistent work habitsTakes more time and effort than needed to complete some work tasks; does not accomplish all that is expected.  | Has the knowledge and skills to perform the functions of the jobUtilizes new skills, technology, emerging theories and/or practices to improve work quality and efficiency.Completes assigned work and produces high quality results. Willingly accepts small additional responsibility to meet agency needs in the moment.Is efficient in completing assigned work; meets expected output.  | Shows mastery of skills and expertise and has the ability to instruct othersExplores and supports implementation of new skills, technologies and or advances in field to improve quality and efficiency.Meets proficient and accepts larger additional responsibilities (assigned or self initiated) and produces high quality results.Is more efficient than expected and work productivity is completed at a higher rate.  | Shows mastery of skills and expertise/ trains in large groupsExplores, supports and promotes in effective means new skills, technologies and or advances in field to improve quality and efficiencyMeets accomplished and produces high quality work that is recognized beyond the department and/or the institution. Is extremely efficient, work productivity is at the highest level.  |
| Relationship and Collaboration Examples | Exhibits ineffective working relationships and consistently disrespectful towards others.  Avoids conflict situations and steps towards resolution, prefers to state opinions outside of conflict resolution settings. Consistently demonstrates difficulty cooperating with others. Negatively impacts the work of the team. Consistently exhibits behaviors that are discourteous or unresponsive. | Shows disrespect towards others in use of language, inappropriate humor, exclusion/may exhibit difficulty in establishing effective working relationships.Passively accepts alternate view -points, ideas, and opinions. Has difficulty cooperating with others, which may impede the work of the team. Frequently exhibits behaviors that are discourteous or unresponsive. | Demonstrates respect for all, establishes and welcomes effective working relationships with all membersIdentifies and acknowledges conflict and works towards compromise or agreement. Shares information and cooperates with other team membersIs approachable, diplomatic & accessible.  | Models behavior, which encourages others to demonstrate equitable and respectful treatment for all members.Addresses destructive conflict directly and contributes constructively in team situations.Models a collaborative team spirit, sharing information and offering to assist others. Shows initiative by routinely seeking to improve relationships with constituents and colleagues. | In addition to accomplished, exhibits encouraging behavior and demonstrates equitable, respectful treatment for all. Coaches, mentors others to improve equitable, respectful treatment. Addresses destructive conflict directly. Constructively helps resolve conflict in a way that strengthens overall team cohesiveness and effectiveness.Models a collaborative team spirit, shares information, coaches others to assist. Models behavior which encourages others to demonstrate equitable and respectful treatment for all members |
| Leadership Examples | Is unable to identify and address needs for improvement.Avoids participating in problem solving. Takes no responsibility or accountability for actions and influences. Exhibits less than effective listening, which may include interrupting; inappropriate responses and/or inaccurate restatement of others views and displays distraction or disinterest.  | Does not always identify and address needs for improvementUsually turns to others to solve problems. Does not always accept responsibility and accountability for actions; makes excuses. Exhibits less than effective listening, which may include interrupting; inappropriate responses and/or inaccurate restatement of others views.  | Identifies areas for self improvement, creates and achieves goals to address those areasEffectively addresses problems and demonstrates proactive problem solving.Accepts responsibility and accountability for own actions. Demonstrates attentive, patient and active listening; open to and respects ideas of others; accurately restates others’ views.  | Demonstrates continuous improvement in self and inspires othersInspires others towards improvement by taking positive action on problem solving and/or new assignments. Holds self and others accountable for integrity and trustworthiness in most activities.Exhibits balance in listening to, seeking and drawing out others’ views’.  | Demonstrates continuous improvements in self, inspires to achieve their goal through coaching and mentoring. Leads other teams through problem solving to independently resolve issues, conflict. Takes individual responsibility. Holds self and others accountable for integrity and trustworthiness in all activities. Mentors, coaches team members.Exhibits balance in listening to, seeking & drawing out others’ views’; accurately synthesizes individual and group conclusions.  |
| Professionalism Examples  | Feedback is not acceptedDisregards nor follows the policies and procedures of the organization. Does not identify and address needs for improvement. Unable to self reflect on areas of improvement. Unable to identify goals for self improvementContinues to share confidential information or misinformation after being informed. Many actions show lack of honesty and integrity.  |  Infrequently uses feedback, generally does not change behaviors in response to it. Does not follow all the policies and procedures of the organization. Does not always identify and address needs for improvement/difficulty obtaining goals identified. Is careless with personal, confidential information. Actions may promote spread of misinformation. Some actions show lack of complete honesty and integrity.  | Receptive to feedback; often uses feedback to improve performance. Understands, applies, follows policies and procedures. Identifies areas for self –improvement, creates and achieves goals to address those areas. Is proactive in maintaining personal and confidential information. Recognizes and refuses to propagate misinformation. Clarifies when possible.  | Consistently solicits feedback from supervisor to improve individual performance. Understands, applies, follows policies and procedures proactively. Initiates discussion on issues and or improvements. Demonstrates continuous improvement in self, and exceeds goals created. Is proactive in maintaining personal and confidential information. Recognizes and refuses to propagate misinformation. Clarifies when possible. | Regularly solicits feedback from supervisor and colleagues and improves individual performance. Meets accomplished and develops or implements policies and procedures that enhance productivity and efficiency. Demonstrates continuous improvements in self, meets goals and inspires others towards achieving their goals. Is proactive in maintaining personal and confidential information. Recognizes and refuses to propagate misinformation. Clarifies when possible. |