

CBOCES PERFORMANCE STANDARDS EVALUATION RUBRICS

STANDARD I. SERVICE EXCELLENCE: PERFORMANCE *Status of Benchmark highlighted where applicable.
 The CBOCES employee effectively fulfills essential job responsibilities. (*T = Targeted Benchmark)

Benchmark	*T	NA	Exceeds	Meets	In Progress	Does Not Meet
Accountability				Consistently takes responsibility for own results & outcomes.	Usually, but not always, takes responsibility for own results & outcomes.	
Budget Management				Consistently manages budget with accuracy, maintaining limits of available funds.	Learning to manage budget within limits of available funds.	
Critical Thinking				Consistently demonstrates effective problem solving skills in delivery of services.	Sometimes utilizes problem solving skills in delivery of services.	
Documentation/Reports				Consistently prepares reports and maintains documents in a timely, confidential manner.	Sometimes prepares reports and maintains documents in a timely, confidential manner.	
Fiscal Responsibility				Consistently performs tasks & delivers services in a cost-effective manner.	Usually, but not always, performs most tasks & services in a cost-effective manner.	
Legal Responsibility				Complies with all rules, regulations, laws, and policies.	Complies with legally binding rules, regulations, laws, and policies.	
Records Management				Consistently maintains records as required in a timely, confidential manner.	Sometimes maintains records as required in a timely, confidential manner.	
Self-Direction				Consistently assesses one's own needs & participates in training/professional development as appropriate for continuing effectiveness.	Sometimes assesses one's own needs & participates in training/professional development as appropriate for continuing effectiveness.	
Technology				Consistently uses technology effectively & appropriately to deliver services.	Sometimes uses some technology effectively & appropriately to deliver services.	
Timeliness, Efficiency, Accuracy				Consistently performs duties in a timely, efficient, accurate manner.	Sometimes performs duties in a timely, efficient, accurate manner.	

Rating – Standard I. Meets/Exceeds Standard

In-Progress

Does Not Meet Standard

NARRATIVE – Standard I. (Required for all ratings except “Meets”): e.g. INDICATORS / EVIDENCE / OBSERVED BEHAVIORS / STRENGTHS / GROWTH

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STANDARD II. SERVICE EXCELLENCE: PROFESSIONALISM

The CBOCES employee demonstrates ethical behavior and projects a positive image of the CBOCES. (*T = Targeted Benchmark)

Benchmark	*T	NA	Exceeds	Meets	In Progress	Does Not Meet
Confidentiality				Consistently maintains confidentiality in performance of all duties	Maintains confidentiality when essential in performance of duties.	
Diversity				Consistently demonstrates respect for all points of view and all personalities.	Usually demonstrates respect for all other points of view and all personalities	
Integrity				Consistently demonstrates ethical behavior in performance of duties.	Generally demonstrates ethical behavior in performance of duties.	
Language & Appearance				Consistently projects a positive image for CBOCES through use of appropriate language and appearance.	Usually projects a positive image for CBOCES through use of appropriate language and appearance.	
Leadership				Consistently takes initiative to create conditions needed for positive change.	Sometimes takes initiative to create conditions needed for positive change.	
Relationships				Consistently creates trusting relationships with all stakeholders.	Usually creates trusting relationships with all stakeholders.	

Rating – Standard I. Meets/Exceeds Standard In-Progress Does Not Meet Standard

NARRATIVE – Standard II. (Required for all ratings except “Meets”): e.g. INDICATORS / EVIDENCE / OBSERVED BEHAVIORS / STRENGTHS / GROWTH

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STANDARD III. SERVICE EXCELLENCE: COMMUNICATION

The CBOCES employee communicates respectfully and effectively. (*T = Targeted Benchmark)

Benchmark	*T	NA	Exceeds	Meets	In Progress	Does Not Meet
Active Listening				Consistently listens carefully by suspending assumptions & reflects before responding.	Attempts to suspend assumptions before responding.	
Media/Technology				Consistently employs appropriate technology/media to communicate effectively.	Learning to employ technology/media to communicate effectively.	
Seeks Understanding				Consistently practices inquiry skills, such as pausing, paraphrasing, questioning, probing & extending.	Is learning to utilize inquiry skills, such as pausing, paraphrasing, questioning, probing & extending.	
Self-Expression				Consistently shares ideas & information using appropriate tone, word use, venues, and body language.	Usually shares ideas & information using appropriate tone, word use, venues, and body language.	

Rating – Standard I. Meets/Exceeds Standard In-Progress Does Not Meet Standard

NARRATIVE – Standard III. (Required for all ratings except “Meets”): e.g. INDICATORS / EVIDENCE / OBSERVED BEHAVIORS / STRENGTHS / GROWTH

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STANDARD IV. SERVICE EXCELLENCE: COLLABORATION

The CBOCES employee works effectively with others. (*T = Targeted Benchmark)

Benchmark	*T	NA	Exceeds	Meets	In Progress	Does Not Meet
Inter- & Intra- Departmental Sharing				Consistently works within & across CBOCES departments to share resources.	Is developing relationships to work within & across CBOCES departments to share resources.	
Partnerships				Consistently works with others (agencies, individuals, stakeholders) in order to enhance service delivery.	Is developing working relationships with others (agencies, individuals, stakeholders) in order to enhance service delivery.	
Trustworthy Attitudes & Behaviors				Consistently demonstrates honesty, reliability, predictability, competence, benevolence, openness, accountability.	Usually demonstrates trustworthy attitudes & behaviors.	

Rating – Standard I. Meets/Exceeds Standard In-Progress Does Not Meet Standard

NARRATIVE – Standard IV. (Required for all ratings except “Meets”): e.g. INDICATORS / EVIDENCE / OBSERVED BEHAVIORS / STRENGTHS / GROWTH

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STANDARD V. SERVICE EXCELLENCE: STUDENT ACHIEVEMENT

The CBOCES employee is accountable for student growth and targeted outcomes.

Benchmark	NA	Exceeds	Meets	In Progress	Does Not Meet
Accountability			Consistently takes responsibility for own results & outcomes.	Usually, but not always, takes responsibility for own results & outcomes.	
Data-driven, Evidence Based Instruction			Consistently collects & analyzes data to drive planning, instruction & decision making.	Usually collects & analyzes data to drive planning, instruction & decision making.	
Student Growth			Always uses multiple measures to document student growth.	Is learning to use multiple measures to document student growth.	
Academic/Behavioral Expectations			Always communicates academic/behavioral expectations/progress to students, families & staff members in a timely and appropriate manner.	Generally communicates academic/behavioral expectations/progress to students, families & staff members in a timely and appropriate manner.	
Continuous Improvement Model			Utilizes a continuous improvement model (Plan-Do-Study-Act)	Is learning to utilize a continuous improvement model (Plan-Do-Study-Act)	
Instructional Planning			Consistently plans appropriate instruction for all students.	Usually plans appropriate instruction for all students.	

Rating – Standard I. Meets/Exceeds Standard In-Progress Does Not Meet Standard

NARRATIVE – Standard V. (Required for all ratings except “Meets”): e.g. INDICATORS / EVIDENCE / OBSERVED BEHAVIORS / STRENGTHS / GROWTH

CBOCES PERFORMANCE EVALUATION SUMMATIVE REPORT

Employee Name _____ Date of Evaluation Conference: _____

Employee Title/Assignment _____

Evaluator Name _____ Title _____

Date(s) of Observation(s) (if applicable) _____

Based on the evaluation process, the employee's performance for this evaluation period is considered:

Satisfactory Acceptable with Improvement Plan Unacceptable

Signature of Evaluator _____ Date _____

My signature indicates that this evaluation did take place on this date, and I was informed of the contents of this evaluation. My signature below does not necessarily indicate that I agree with this evaluation.

Signature of Employee _____ Date _____

Note: The evaluation system and procedures do not create any contract of employment or employment for a definite term. The contents of the evaluation and the CBOCES evaluation process cannot be grieved; however, if an employee disagrees with the content of the evaluation, he or she may prepare a written statement which will be added as an attachment to the evaluation and become a part of the employee's file.

CBOCES EMPLOYEE IMPROVEMENT ACTION PLAN

EMPLOYEE NAME: _____ **DATE:** _____

Targeted Benchmark To Be Addressed	Specific Objective	Assessment Plan	Timeline

This Improvement Plan has been discussed and agreed upon.

Supervisor Signature and Title

Date

Employee Signature

Date