DEFINITION OF RATINGS USED ON
CERTIFICATED STAFF EVALUATON FORM

1. **UNSATISFACTORY**
    The instructor demonstrates inadequate performance and does not meet job requirements. Instructor has demonstrated inability or unwillingness to improve or meet expectations.
    Specific examples of unsatisfactory performance must be identified, including dates, times, and/or places/events. **An Assistance Plan must be written, if the individual is to remain as an ROP employee.**

2. **NEEDS IMPROVEMENT**
    The instructor performs below the acceptable level in this area. Improvement is needed and increased effort required. The instructor and administrator together should determine special training or specific improvements needed to bring performance to the acceptable level.
    Specific examples of unsatisfactory performance must be identified, including dates, times, and/or places/events. **An Assistance Plan must be written, if the individual is to remain as an ROP employee.**

3. **SATISFACTORY**
    The instructor meets all the basic job requirements in this area in such a manner as to reflect full understanding of all position functions, and he or she demonstrates consistently satisfactory performance. This is a good rating and probably the most commonly indicated.

4. **STRONG**
    The instructor meets all job requirements in this area and frequently performs at a level beyond that normally expected. This rating indicates a thorough knowledge of the assigned job, with duties performed at a high level of initiative and innovation.
    Specify contributions and/or examples must be identified.

5. **OUTSTANDING**
    The instructor demonstrates mastery of every element of the performance indicator or standard and consistently performs at a level well beyond that normally expected. This level of performance approaches the best that the ROP might possibly expect of an instructor**.**
    Extraordinary and unique contributions and/or examples are typical of this rating and should be specifically identified when this rating is assigned.

Each item on the Instructor Performance Evaluation Report document must be ranked according to the definitions provided above. Each rating of a 1, 2, 4 or 5 must specify and/or explain why the rating number was selected.