

**TEACHER ON SPECIAL ASSIGNMENT (TOSA)
CERTIFICATED STAFF EVALUATION
QUALITY INDICATORS**

1. QUALITY OF WORK

A. COLLECTS AND ANALYZES DATA TO INFLUENCE PROGRAM DEVELOPMENT AND PROGRESSION

Demonstrates the ability to effectively collect and analyze data to influence program development and progression

Quality Indicators

1. Is highly proactive in collecting and analyzing data to influence program development and progressions
2. Effectively communicates and presents data information to District and staff
3. Analyzes data, both individually and with staff, to influence program development and progressions
4. Uses available technologies and resources to assist in the analysis of data
5. Establishes protocol in the analysis of data

B. COLLECTS AND UTILIZES MULTIPLE SOURCES OF INFORMATION TO ASSESS PROGRAM NEEDS

Demonstrates the ability to use a variety of sources to collect information as well as several appropriate assessment strategies to assess program needs

Quality Indicators

1. Uses multiple sources of information and a wide range of appropriate assessment strategies to assess program needs
2. Completes reports with specific information on program needs
3. Researches program needs in a timely manner
4. Obtains staff input in the final report

C. COMMUNICATES PROGRAM INFORMATION TO DISTRICT PERSONNEL

Demonstrates the ability to effectively communicate program information to the ROP and staff

Quality Indicators

1. Provides the District and staff information that is clear, concise and complete
2. Follows established procedures for preparing and submitting reports
3. Consults with District and staff to determine the District's needs

D. SERVES AS A RESOURCE FOR DISTRICT PERSONNEL

Demonstrates the ability to serve as a resource for District personnel and effectively communicate and share data with staff

Quality Indicators

1. Knows the characteristics, uses, benefits and limitations of different types of assessments/data collection
2. Collects data from a variety of sources and uses this data to assess program needs
3. Actively seeks out new resources from a wide range of sources

E. DESIGNS SHORT AND LONG TERM PLANS TO FOSTER PROGRAM IMPROVEMENT

Implements a short and long term plan which is highly proactive and consistent with the goals of the ROP

Quality Indicators

1. Anticipates and responds to the ROP's needs when preparing short and long term plans, following established procedures
2. Involves staff in the development and implementation of short and long term plans for program improvement
3. Utilizes data and multiple sources of information to assess program needs

F. EFFECTIVELY USES MATERIALS, TIME AND RESOURCES

Demonstrates the ability to make effective use of materials, time, and resources

Quality Indicators

1. Uses time effectively in preparing reports, organizing data and materials
2. Tracks progress toward the achievement of objectives
3. Organizes activities to maximize time on task
4. Provides smooth transitions between tasks

G. MAINTAINS A CLEAN AND SAFE ENVIRONMENT

Maintains a safe environment appropriate to the function and needs of the position; follows established emergency procedures; maintains a work place that is functional and clean

Quality Indicators

1. Keeps the work area free of debris and neat in appearance
2. Ensures work area is safe from hazards that could endanger the employee or others
3. Ensures work area is pleasant in appearance and promotes efficiency
4. Ensures that emergency fire and earthquake procedures are posted
5. Ensures that materials are not overhead on cabinets and that cabinets, when possible, are anchored to a wall
6. Ensures that needed building repairs, safety hazards, and phone and intercom system failures are appropriately reported for repair

H. DISPLAYS POSITIVE RELATIONS WITH OUTSIDE AGENCIES, SCHOOL DISTRICTS, AND OTHER ROPs

Maintains a positive working relationship with outside agencies, school districts and other ROPs

Quality Indicators

1. Facilitates a positive, supportive and professional relationship with individuals
2. Maintains confidentiality and is discrete with information obtained during workday
3. Focuses on positive rather than negative factors of job assignment(s)

I. FOLLOWS SCHEDULES

Demonstrates the ability to maintain and adhere to schedules for projects and/or reports

Quality Indicators

1. Ensures that schedules are met and/or keeps Supervisor apprised of changes
2. Prepares a detailed schedule of activities for review by others

J. IS FLEXIBLE IN RESPONDING TO CHANGING REQUIREMENTS AND JOB ASSIGNMENTS

Demonstrates an ability to adapt to changing conditions within the workplace

Quality Indicators

1. Deals with changing conditions without discord or anger
2. Provides information to Supervisor about the effects of change on projects, timelines and conditions
3. Acts as part of a team

2. WORK HABITS AND ATTITUDE

A. ADHERES TO ESGVROP/TC POLICIES AND PROCEDURES

Acts in accord with policies, procedures and laws governing the ROP

Quality Indicators

1. Is familiar with appropriate laws and ROP/school district policies and procedures as they relate to the employee's role within the organization
2. Has a basic knowledge of laws concerning confidentiality of data as it relates to students and district staff
3. Follows administrative directives
4. Follows procedures established in the ROP and District policies, regulations and administrative regulations

B. COMMUNICATES EFFECTIVELY WITH CO-WORKERS

Demonstrates sensitivity and clarity when communicating with co-workers

Quality Indicators

1. Works as a team member with co-workers and support staff
2. Reinforces a positive working relationship by demonstrating a sensitivity and positive attitude toward the needs of others
3. Maintains open communications with Supervisor, co-workers and support staff

C. PARTICIPATES IN PROFESSIONAL GROWTH ACTIVITIES

Plans professional growth experiences which expand and improve performance; is motivated to seek training in areas of deficit

Quality Indicators

1. Has ongoing professional growth objectives
2. Strives to keep abreast of current trends in education and in the career-technical assignment area
3. Participates in non-required professional growth opportunities
4. Attends all required meetings
5. Actively participates in staff and in-service meetings and programs
6. Uses a variety of self-evaluation procedures to assess personal performance

D. ABILITY TO WORK INDEPENDENTLY (AS REQUIRED)

Demonstrates the ability to work without direction when a Supervisor is not available

Quality Indicators

1. Performs job responsibilities without constant supervision by others
2. Willingness to initiate projects without being told

E. ENTHUSIASM (EXHIBITS A POSITIVE AND COOPERATIVE ATTITUDE)

Approaches the job duties with enthusiasm and anticipation

Quality Indicators

1. Contributes to a positive atmosphere within the workplace
2. Refrains from contributing to the spreading of rumors or misinformation
3. Maintains a positive and supportive attitude in difficult times

F. ADHERES TO TIMELINES; SUBMITS REPORTS/PAPERWORK ON TIME

Submits reports on time that are legible and accurate

Quality Indicators

1. Maintains appropriate and ongoing records of data and outside agency contacts
2. Completes all reports correctly and punctually, including, but not limited to, data and survey responses
3. Reports objective and accurate observations and conclusions gathered from data

3. PERSONAL CHARACTERISTICS

A. IS DEPENDABLE AND PUNCTUAL

Demonstrates dependability and punctuality over time

Quality Indicators

1. Demonstrates punctuality with duty assignments
2. Reports to work on time
3. Performs assessments and completes reports within set timelines
4. Orders materials and supplies in a timely fashion prior to depletion of existing supplies
5. Arrives on time to scheduled meetings
6. Returns calls and e-mails promptly
7. Follows through on assignments/requests made by Supervisor

B. MAINTAINS A COOPERATIVE WORKING RELATIONSHIP WITH OTHERS

Demonstrates the ability to maintain a supportive working association with co-workers, and other professionals

Quality Indicators

1. Works collaboratively; shows camaraderie in team, peer and support staff relationships
2. Willingly shares ideas, methods and materials
3. Willingly assists as needed; participates in joint duties and adheres to duty schedules
4. Assists in developing a cooperative work environment; focuses on positive rather than negative factors

C. TAKES DIRECTION IN A POSITIVE MANNER

Demonstrates the ability to take direction in a positive manner and acts upon it to show improvement

Quality Indicators

1. Attempts to improve skills through the implementation of suggestions and staff development and/or professional growth activities
2. Investigates new strategies or in-service trainings
3. Demonstrates a general openness toward suggestions and/or directions in areas related to assignments

D. DEALS EFFECTIVELY WITH CONFLICT SITUATIONS

Demonstrates flexibility to effectively address conflict situations

Quality Indicators

1. Adapts to changes as needed in response to conflicts that may arise
2. Consults with the Supervisor to address any conflict(s) so as to minimize the involvement of other staff
3. Actively seek opportunities for professional growth

E. DEMONSTRATES FLEXIBILITY

Demonstrates the ability to alter activities to meet the demands of new situations or assignments

Quality Indicators

1. Collaborates in the change process to facilitate a smooth transition to new situations
2. Maintains a positive and supportive attitude in difficult circumstances
3. When dealing with peers and administration, demonstrates the ability to be flexible in an effort to reach a consensus
4. Takes direction from the supervisor in a positive manner
5. Places prime importance on the needs of others, rather than on personal preferences or convenience

F. PRESENTS A PROFESSIONAL APPEARANCE

Demonstrates the ability to present a professional appearance in meeting the responsibilities of the assignment

Quality Indicators

1. Dresses in a manner that positively represents the profession and the expectations of the ROP, the participating school districts, and the community
2. Recognizes the importance of being a role model to everyone

G. SEEKS ASSISTANCE AND SUPPORT WHEN NEEDED

Demonstrates the ability to seek, without hesitation, assistance and support when needed

Quality Indicators

1. Keeps Supervisor informed about task-related matters
2. Informs Supervisor of foreseeable problems
3. Obtains Supervisor's approval consistent with ROP procedures, as it relates to purchasing, reimbursements, and requests for in-service
4. Informs Supervisor of changes in activities that were initially approved by the Supervisor