

Standard #11: Acts in a professional, ethical, legal manner and participates professionally in the total school program (Measures of goal attainment: Options include: Classroom observations, email samples, and communications.)

Elements	Distinguished	Proficient	Marginal	Unsatisfactory	Suggested Measures of Goal Attainment
11.1 Complying with policies and procedures regarding the effective operation of the school and the school district	Participates in policy/procedure review/revision when opportunity exists or permits.	Demonstrates a working knowledge of district board policy and procedures. Follows and complies. Recognizes and asks for clarification as need arises.	Demonstrates incomplete knowledge of building/district policies and procedures. Follows and complies inconsistently.	Demonstrates no awareness of building/district policies and procedures. Does not comply with building/policies and procedures.	Observation of teacher, signature on policy stacks form
11.2 Maintaining confidentiality	Demonstrates confidentiality in a leadership role. Models respect for confidentiality before students, staff, and community.	Identifies and protects confidential information. Demonstrates awareness of appropriate topics of conversation based on location and content.	Understands the responsibility of teacher. Occasionally is indiscrete/informal in regards to communication of a confidential nature. Identifies confidential information.	Violates confidentiality. Initiates or participates in inappropriate correspondence /communication dealing with confidentiality issues. Can not/does not identify confidential information.	Written and verbal communications remain confidential, teacher observation
11.3 Actively participating with colleagues in school improvement	Actively involved in committees. Identifies school improvement opportunities. Demonstrates leadership and takes initiative in forming committees for school improvement.	Volunteers and participates in committees for school improvement. Supports goals of school improvement with positive interactions.	Participates only when required. Offers little support toward involvement in school improvement.	Fails to fulfill obligations in committee work. Does not attend meetings on a regular basis. Engages in negative talk.	Active participation on school wide committees.
11.4 Addressing situations within the school community in a reasonable, constructive and respectful manner	Actively involved in and generates ideas for improving school community. Participates on school committees and assumes leadership role/s. Promotes the guiding principles and models the school's code of conduct.	Identifies and uses proper channels to address situations. Supports efforts to improve school community. Demonstrates a positive demeanor showing pride in the school community. Upholds the guiding principles and models the school's code of conduct.	Uses known channels of communication frequently. Shows respect to colleagues, staff and board members only when necessary. Has knowledge, but inconsistently models the guiding principles and school's code of conduct.	Demonstrates negative attitude toward improvement of school community. Uses no channels of communication. Shows disrespect to colleagues, staff and board members. Does not demonstrate support for the guiding principles and the school's code of conduct.	

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Suggested Measures of Goal Attainment

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11.5 Participating in professional development to support district goals	Actively participates in professional development. Consistently reflects on progress attained throughout year and seeks to better the overall school community.	Consistently participates in professional development identifying and supporting goals beyond the expected.	Completes minimum goal requirements of professional development plan.	Fails to fulfill requirements of professional development program.	Act 48 logue, attendance at staff development opportunities
11.6 Devising a plan for personal professional improvement within the guidelines of District Professional Development	Identifies and follows through on multiple opportunities to improve and extend personal growth.	Identifies goals for personal professional improvement. Plans for and follows personal improvement to meet goal. Is self reflective.	Needs assistance and guidance in planning. Makes attempts to formulate a clear plan. Has difficulty in fulfilling goals. Lacks self reflection.	Unwilling to meet minimum requirements. Unfocused in attempting to formulate plan.	Documentation of professional plan