

# #1 Core Competency: Commitment to Students

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<b>Behavior that demonstrates the competency</b>	<b>Documentation to support the behavior</b>
Responds to emails regarding student issues.	Copy of e-mails
High expectations for students (sends keys messages, asks probing questions, doesn't give up)	Walk thru checklists
Relationship building With students	Observation
Supporting student Achievement	Intervention data
Uses respectful tone with kids	Student feedback
Maintains safety	Implements school safety procedures
Acknowledge/identify connections to student achievement	
Treats all students equitably	
Responds to student needs	

## #2 Core Competency: Knowledge of Job

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<b>Behavior that demonstrates the competency</b>	<b>Documentation to support the behavior</b>
Supports substitutes and coverage	Observations (informal & formal)
Pro active, independently motivated	
Is up to date with trainings/ professional development	PDO trainings/certificates
Learns new skills & procedures	
Processing work orders	Completion of work
Does their job	Assigned tasks are done
Make adjustments (flexibility)	Update schedules

## #3 Core Competency: Professionalism

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<b>Behavior that demonstrates the competency</b>	<b>Documentation to support the behavior</b>
Seeks support when needed	
Comes to work on time and Consistently	Informal observations
Follows approp. leave procedures	Leave slips
Works responsibly	
Works collaboratively with teachers & other support staff	Meeting observations
Professional appearance appropriate to job	Wears clothes that fit appropriately/covers body
Communicates in a positive manner – tone	Uses respectful tone/lang.
Keeps time sheets	Time sheets
Respects confidentiality	
Keeps to their schedule Professional conversations	

## #4 Core Competency: Interpersonal

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<b>Behavior that demonstrates the competency</b>	<b>Documentation to support the behavior</b>
Meets & greets people respectfully	Anecdotal data
Attends approp. to needs of others	Job logs, reports of others response times
Welcoming and nurturing to children	Lack of (parental) complaints
Demonstrates positive problem Solving skills	Teacher feedback
Sense of humor	
Respectful of others	
Relates to all staff	Team meeting participation
Acts as mentor/stud. advocate	Attends IEP meetings to share information
Respectful communication among staff	Staff surveys
Relays info	Reliable
Offers assistance when needed	Handles conflict

## #5 Core Competency: Communication

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<b>Behavior that demonstrates the competency</b>	<b>Documentation to support the behavior</b>
Paras – team planning share student progress	Notes of conversation/planning
IDA – produces data & reports	Actual report documents
Secs – provides welcoming environment Keep others informed	Proper distribution of mail  E-mails, phone calls, message pad, school's private folder
Building svcs – work orders Logs complete, ICB sched.	Communicates to all team members
Café mgrs – informing parents of student balances	Letters home regularly
Communicates in a timely manner	Responds to e-mail (timely)

## #6 Core Competency: Organization

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<b>Behavior that demonstrates the competency</b>	<b>Documentation to support the behavior</b>
Completing tasks in a timely manner	Meets deadlines
Neat, easy access	Observation of work area
Handles multiple demands (urgency)	Daily schedule of tasks
Manages time	Evidence of completed tasks
Keeps equipment and supplies organized	Clean work/storage spaces
Prioritizing duties	Work log Teacher feedback Conf w/ Support prof.
Accurately records and conveys Messages	
Follows schedules/routines	Evidence of following tasks by observation

## #7 Core Competency: Problem Solving

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<b>Behavior that demonstrates the competency</b>	<b>Documentation to support the behavior</b>
Flexibility with schedule	Adjusted schedule
Solutions for coverage	Coverage listed on leave form
During behavioral crisis being able to think on the spot	Teacher observation/report
Provides input with problem solving	Team agendas (meets regularly)
Appropriate response to demands	Anecdotal data
Taking initiative – proactive response to problem solving situations	
Take initiative (know when and how to handle things)	
Supports initiatives	
Puts first things first	Observation

