



Oak Park School District

Attendance Agent Evaluation Program

Staff Member: _____ School: Oak Park High School

Administrator: _____ School Year: _____

Current Position:	<input type="checkbox"/> Attendance Agent
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Please indicate the performance standard of each domain based on the evidence demonstrated this school year and summative rubric appraisal rating: **Proficient, Effective, Unsatisfactory**

Definitions

Proficient/Highly Effective Highly competent in the art, skills or field of knowledge; significantly exceeds expected levels of performance

Effective Meets the expectation for professional standards and level of performance

Unsatisfactory/Minimally Effective Does not meet expected level of performance or acceptable standards of the profession or is not able to demonstrate application in every situation

DOMAIN	SUMMATIVE APPRAISAL RATING
Professional Responsibilities	<input type="checkbox"/> Proficient <input type="checkbox"/> Effective <input type="checkbox"/> Unsatisfactory
Student Growth / Performance	<input type="checkbox"/> Proficient <input type="checkbox"/> Effective <input type="checkbox"/> Unsatisfactory
Collegiality & Professionalism	<input type="checkbox"/> Proficient <input type="checkbox"/> Effective <input type="checkbox"/> Unsatisfactory
Elements/Competencies	<input type="checkbox"/> Proficient <input type="checkbox"/> Effective <input type="checkbox"/> Unsatisfactory
Is the staff member punctual for class/work, meetings, and school events? <input type="checkbox"/> Yes <input type="checkbox"/> Sometimes <input type="checkbox"/> No	Does the staff member's overall attendance record give any cause for concern? <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer is YES, please explain:
Does the staff member complete and/or provide district/school documents when requested? <input type="checkbox"/> Yes <input type="checkbox"/> Sometimes <input type="checkbox"/> No	Recommended Status for Next School Year (contingent upon funding): <input type="checkbox"/> Continued Employment <input type="checkbox"/> Part-Time Employment <input type="checkbox"/> Non-Renewal

Attendance Agent Staff Appraisal Rubric

(Part 2 of 3)

Elements/Competencies	Proficient	Effective	Unsatisfactory
Knowledge of Content / Area of Specialization and Students	<input type="checkbox"/> Staff displays solid content knowledge with evidence of continuing pursuit of such knowledge. Staff is very knowledgeable of students' abilities and qualities. Behaviors reflect effective application of best practices.	<input type="checkbox"/> Staff displays solid content knowledge and knowledge of students' abilities and qualities. Behaviors reflect the application of best practices.	<input type="checkbox"/> Staff displays basic content knowledge and limited knowledge of students' abilities/qualities of age group. Behaviors fail to reflect the use of best practices.
Resources for Professional Use	<input type="checkbox"/> In addition to being aware of school and district resources, staff actively seeks other materials to enhance his/her practice, for example, supplemental reading, professional organizations, internet, or through the community /agencies. Resources and technology are effectively incorporated within daily practice.	<input type="checkbox"/> Staff is fully aware of all resources available through the school or district and utilizes those resources effectively. Resources and technology are effectively incorporated within daily practice.	<input type="checkbox"/> Staff displays limited awareness of resources available through the school or district (awareness is somewhat evident or not evident). Resources and technology are somewhat incorporated within his/her daily practice.
Rapport with Stakeholders (i.e. students, parents, staff, Community members, etc...)	<input type="checkbox"/> Interactions with stakeholders are supportive and positive, reflecting kindness, professionalism, and reciprocal respect. Best-practices are used to insure that all stakeholders are valued and experience quality service. Concerns are addressed efficiently and/or in a timely and respectful manner.	<input type="checkbox"/> Interactions are generally appropriate and professional. Most concerns are addressed in a timely and respectful manner.	<input type="checkbox"/> Interactions with some stakeholders are inappropriate and/or reveal the absence of mutual respect / professionalism. Some concerns are not addressed in a timely manner.
Reflecting on Practice	<input type="checkbox"/> Staff makes an accurate assessment of his/her effectiveness and the extent to which he/she has achieved his/her goals. Staff makes specific suggestions of what to monitor and adjust for next time. Staff collaborates with colleagues.	<input type="checkbox"/> Staff has a generally accurate impression of his/her effectiveness and the extent to which his/her goals were met. Staff acknowledges ways to improve. Staff occasionally collaborates with colleagues	<input type="checkbox"/> Staff reveals limited concern about his/her effectiveness. Staff is not receptive to assistance or collaboration with colleagues.
Displaying Professionalism	<input type="checkbox"/> Staff willingly, actively, and positively contributes to school practices (follows procedures, enforces school rules, supports school events, interacts with others in a respectful and professional manner, etc...) and exceeds expectations	<input type="checkbox"/> Staff contributes to school practices (follows procedures, enforces school rules, supports school events, interacts with others in a respectful and professional manner, etc...)	<input type="checkbox"/> Staff either somewhat or does not contribute to school practices (follows procedures, enforces school rules, supports school events, interacts with others in a respectful and professional manner, etc...)
Physical Space	<input type="checkbox"/> Physical space and contents are skillfully and intentionally arranged to maximize learning, safety, and efficiency.	<input type="checkbox"/> Physical space and contents are appropriately organized for learning, safety, and efficiency.	<input type="checkbox"/> Physical space and contents lack an orderly arrangement / organizational structure.

Growing & Developing Professionally	<input type="checkbox"/> Seeks professional development activities and opportunities to enhance skills; routinely participates in collaborative activities with peers	<input type="checkbox"/> Active participant in professional development activities and collaborative activities with peers	<input type="checkbox"/> Engages in some professional development activities to enhance knowledge and makes little effort to collaborate w/ peers
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Attendance Agent Staff Reflection **(Part 3 of 3)**

Briefly describe your role / contribution to the school improvement effort at Oak Park High School. How did you specifically help to increase student achievement?

**Signing this evaluation does not necessarily constitute agreement with its contents, but indicates that the evaluation has been shared with the Attendance Agent staff member.*

Attendance Agent Staff Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____