

# Standards of Effective Teaching – ECFE Parent Educator

45% Elements of Effective Instruction  
35% Environment for Learning  
20% Professional Responsibilities

Note:

Underlined areas located under *Distinguished* will eventually move to *Proficient* as Saint Paul Public Schools implements strategies around Personalized Learning.

Elements of Effective Instruction					
	Not Applicable	Below Standard	Developing	Proficient	Distinguished
<b>Written Lesson Plans</b>		<ul style="list-style-type: none"> <li>Lesson plans are unavailable or inconsistently available when asked</li> <li>Lesson plans are incomplete and missing more than one of the following: reference to standards, measurable objective(s) for learning or guiding questions, instructional strategies, means of assessment</li> <li>No accommodations planned for differentiation</li> </ul>	<ul style="list-style-type: none"> <li>Lesson plans are available consistently when asked but</li> <li>May be incomplete with no more than one of the following missing: reference to standards, measurable objective(s) for learning or guiding questions, instructional strategies, means of assessment</li> <li>Some accommodations planned for differentiation</li> </ul>	<ul style="list-style-type: none"> <li>Lesson plans are available consistently when asked and</li> <li>Are complete: reference to standards, measurable objective(s) for learning or guiding questions, instructional strategies including access to prior learning, presenting new information, an opportunity for adult learners to practice, means of assessment</li> <li>Accommodations planned for differentiation of most learners</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Includes accommodations for all learners</li> </ul>
<b>Authentic Learning Supports SPPS Standards</b>		<ul style="list-style-type: none"> <li>Learning tasks rarely support SPPS curriculum and/or connect to standards (ECFE, Parent Ed)</li> <li>Activities sometimes reflect a learning outcome</li> </ul>	<ul style="list-style-type: none"> <li>Learning tasks sometimes supports SPPS curriculum and standards (ECFE, Parent Ed)</li> <li>Activities reflect a learning outcome and adult learners are sometimes involved in authentic learning activities</li> </ul>	<ul style="list-style-type: none"> <li>Learning tasks consistently support SPPS curriculum and standards (ECFE, Parent Ed)</li> <li>Activities reflect a learning outcome and adult learners are regularly involved in authentic learning activities</li> <li>Adult learners routinely select and adapt authentic learning activities to meet and support curriculum and standards</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Connects adult learns with community resources that relate to authentic learning that is occurring in the classroom</li> </ul>
<b>High Academic Expectations</b>		<ul style="list-style-type: none"> <li>Some academic expectations are rigorous with some busywork</li> <li>Conveys a negative attitude toward the content</li> <li>Some adult learners receive the message that they are expected to attain high standards and some adult learners do not</li> </ul>	<ul style="list-style-type: none"> <li>Most academic expectations are rigorous with minimal busywork</li> <li>Communicates importance of work, but with little conviction and minimal buy-in by adult learners</li> <li>Most adult learners consistently receive the message that they are expected to attain high standards</li> </ul>	<ul style="list-style-type: none"> <li>High rigor in which adult learners have multiple opportunities to achieve</li> <li>Actions (verbal and non-verbal) reinforce belief that all adult learners can learn</li> <li>Virtually all adult learners receive the consistent message that they are expected to attain high standards</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Both adult learners and teachers maintain a culture of high academic expectations</li> </ul>
<b>Content Delivery Respects Diverse Groups</b>		<ul style="list-style-type: none"> <li>Displays little understanding of diverse adult learner populations</li> <li>May display favoritism or ignore adult learner groups</li> <li>Adult learners are minimally able to show up as their authentic selves through the content</li> </ul>	<ul style="list-style-type: none"> <li>Shows some understanding of diverse adult learner populations</li> <li>Attempts to include all learners regardless of cultural background, but not consistently or successfully</li> <li>Adult learners are sometimes able to show up as their authentic selves through the content</li> </ul>	<ul style="list-style-type: none"> <li>Routinely introduces content with a broad focus on various cultural and racial groups</li> <li>Shows an understanding of all learners, and attempts to adapt instruction to make content accessible for all</li> <li>Adult learners are able to show up as their authentic selves through the content</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Realness is present – adult learners question and inquire about what and how they are taught</li> <li>Displays continuing search for best practice pertaining to diverse learners</li> </ul>

# Elements of Effective Instruction

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<b>Pedagogical and Content Knowledge</b>		<ul style="list-style-type: none"> <li>Displays little understanding of pedagogical knowledge</li> <li>Shows little understanding of the subject being taught</li> </ul>	<ul style="list-style-type: none"> <li>Displays basic understanding of pedagogical knowledge</li> <li>Shows some understanding of the subject being taught</li> </ul>	<ul style="list-style-type: none"> <li>Displays pedagogical knowledge and reflects on current research and best practices within the field</li> <li>Shows solid content knowledge based on lessons and response to questioning</li> </ul>	<p>Meets Proficient AND:</p> <ul style="list-style-type: none"> <li>Shares pedagogical and/or content knowledge with other staff to impact practices of others</li> <li>Published in content area</li> <li>Presenter or leader for professional organization</li> </ul>
<b>Lesson Recognizes Adult learners Interests, Abilities, and Experiences</b>		<ul style="list-style-type: none"> <li>Rarely crafts lessons that embed adult learners' interests, abilities, experiences, and backgrounds</li> <li>Rarely incorporates interests into real-life application of lessons</li> <li>Minimally creates adult learner learning experiences that are racially and culturally relevant</li> <li>Rarely introduces families to the program in personalized ways</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes crafts lessons that embed adult learners' interests, abilities, experiences, and backgrounds</li> <li>Sometimes incorporates interests into real-life application of lessons</li> <li>Sometimes creates adult learner learning experience that are racially and culturally relevant</li> <li>Sometimes introduces families to the program in personalized ways</li> </ul>	<ul style="list-style-type: none"> <li>Routinely crafts lessons that embed adult learners' interests, abilities, experiences, and backgrounds</li> <li>Regularly incorporates interests into real-life applications of lesson</li> <li>Regularly creates adult learner learning experiences that are racially and culturally relevant</li> <li>Regularly introduces new families to the program in personalized ways</li> </ul>	<p>Meets Proficient AND:</p> <ul style="list-style-type: none"> <li><u>Provides adult learner choices based on each adult learner's individual experiences</u></li> </ul>
<b>Lesson Objectives/ Goals</b>		<ul style="list-style-type: none"> <li>Goals are seldom stated or no goals are stated. If stated, goals are not measurable</li> <li>Goals are rarely and/or never clear or are stated as adult learner activities</li> <li>Goals rarely take into account the varied learning needs of individual adult learners or groups</li> <li>Goals rarely align to standards</li> </ul>	<ul style="list-style-type: none"> <li>Goals are stated and sometimes measurable</li> <li>Goals are inconsistently clear and may include activities</li> <li>Goals sometimes take into account the varied learning needs of individual adult learners or groups</li> <li>Goals sometimes align to standards</li> </ul>	<ul style="list-style-type: none"> <li>Goals are stated and measurable</li> <li>Goals are consistently clear and are NOT activities</li> <li>Goals regularly take into account varied learning needs of individual adult learners or groups</li> <li>Goals regularly align to standards</li> <li>Goals are adult learner created</li> </ul>	<p>Meets Proficient AND:</p> <ul style="list-style-type: none"> <li>Provides direction in adult learning goal setting that is individualized, specific, measurable, and support standards</li> <li>All adult learners can identify the measurable goal and explain it in their own words</li> <li>Goals always take into account varied learning needs</li> <li>Able to articulate rationale for the selection of goals and how they explicitly support standards</li> </ul>
<b>Assessing Prior Learning</b>		<ul style="list-style-type: none"> <li>Limited attempts to access prior knowledge</li> <li>Displays limited understanding of prior knowledge for adult learners in the class</li> <li>Rarely or never considers the current skills of the adult learners</li> <li>Infrequently recognizes adult learners' interests, abilities, and experiences to access prior learning</li> <li>Infrequently recognizes adult learners' racial and ethnic diversity to access prior learning</li> </ul>	<ul style="list-style-type: none"> <li>Occasionally attempts to access prior knowledge</li> <li>Displays some understanding of prior knowledge for some adult learners in the class</li> <li>Occasionally considers the current skills of the adult learners</li> <li>Occasionally recognizes some adult learners' interests, abilities, and experiences to access prior learning</li> <li>Occasionally recognizes adult learners' racial and ethnic diversity to access prior learning</li> </ul>	<ul style="list-style-type: none"> <li>Regularly attempts to access prior knowledge</li> <li>Displays solid understanding of prior knowledge for most adult learners in the class</li> <li>Regularly identifies and applies appropriate instruction to the current skills of the adult learners to meet most needs</li> <li>Regularly recognizes adult learners' interests, abilities, and experiences and uses them to provide developmentally appropriate activities to access prior learning</li> <li>Regularly recognizes adult learners' racial and ethnic diversity and uses it to engage adult learners' prior learning</li> </ul>	<p>Meets Proficient AND:</p> <ul style="list-style-type: none"> <li>Displays solid understanding of prior knowledge for all adult learners in the class, including diverse language and learning needs</li> <li>Consistently uses knowledge of individual adult learner skill levels to meet all adult learner needs</li> <li>Always recognizes adult learners' interests, and adult learners are able to share interests/experiences to engage other learners</li> <li>Always recognizes adult learners' racial and ethnic diversity and uses it to engage adult learners' prior learning</li> </ul>
<b>Teacher Modeling</b>		<ul style="list-style-type: none"> <li>Minimal modeling</li> <li>Instructions are unclear or disorganized</li> <li>Instructs with minimal monitoring of adult learner comprehension or learning styles</li> </ul>	<ul style="list-style-type: none"> <li>Modeling occurs, but components are missing such that adult learners have difficulty proceeding with the task</li> <li>Instructions are sometimes clear and organized</li> <li>Delivers new information with little regard to adult learner's various learning styles</li> <li>Instructions are given with some regard to the thought process behind them</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates the thinking, speaking, reading, writing and/or actions that adult learners will be required to perform</li> <li>Instructions are clear, concise, and logically organized</li> <li>Instructions are given with developmentally appropriate scaffolding including written and visual representations that address various learning styles</li> <li>Encourages adult learners to make deductions in order to explore the new concepts</li> <li>Adult learners are interacting with teacher and each other during modeling</li> </ul>	<p>Meets Proficient AND:</p> <ul style="list-style-type: none"> <li>Links the instructional purpose of the modeling to the larger curriculum</li> <li>Points out possible areas of misunderstanding during modeling</li> </ul>

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<b>Instructional Techniques</b>		<ul style="list-style-type: none"> <li>Utilizes a minimal variety of instructional techniques which do not consider effective strategies for adult learners with diverse language and learning needs</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes attempts varied instructional techniques but is inconsistent</li> <li>Returns to less effective instructional practices if something new does not work</li> </ul>	<ul style="list-style-type: none"> <li>Routinely utilizes a variety of best practice instructional techniques that include effective strategies for adult learners with diverse language and learning needs</li> <li>Effective instructional practices are applied using multiple racial and cultural perspectives (rigor, relevance, relationships, realness)</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Adult learners demonstrate their ability to access these resources and strategies independently to experience success</li> <li>Teacher shows exceptional creativity and flexibility in facilitating learning</li> </ul>
<b>Differentiation</b>		<ul style="list-style-type: none"> <li>Minimal or no modification to product, process, or content to differentiate instruction</li> <li>Few or no adult learners receive differentiated instruction</li> </ul>	<ul style="list-style-type: none"> <li>Inconsistent modification to product, process, or content to differentiate instruction</li> <li>Some adult learners receive differentiated instruction</li> </ul>	<ul style="list-style-type: none"> <li>Regular and ongoing modification to product, process, or content to differentiate instruction</li> <li>Virtually all adult learners receive differentiated instruction</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li><u>Differentiated instruction accommodated adult learner voice and choice leading to personalization</u></li> </ul>
<b>Instructional Groups</b>		<ul style="list-style-type: none"> <li>Instructional groups are assigned with little attention to learner ability or instructional goals</li> </ul>	<ul style="list-style-type: none"> <li>Instructional groups are assigned with some attention to learner ability or instructional goals</li> <li>All adult learner groups are doing the same task</li> </ul>	<ul style="list-style-type: none"> <li>Instructional groups are purposefully selected using adult learner data and appropriate to specific instructional goals</li> <li>Tasks within groups are varied according to the instructional objectives</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Adult learners can freely move among groups, based on their assessment of their own proficiency</li> <li>Adult learners create their own groups through their own self-assessments and work toward goal</li> </ul>
<b>Purposeful Talk</b>		<ul style="list-style-type: none"> <li>Uses mostly voluntary responses to solicit answers</li> <li>Does not or minimally prompts adult learners to justify or extend their responses</li> </ul>	<ul style="list-style-type: none"> <li>Uses some strategies to engage equitable participation</li> <li>Sometimes prompts adult learners to justify or extend their responses</li> </ul>	<ul style="list-style-type: none"> <li>Routinely uses a variety of questioning strategies that draw equitable participation (i.e. visible, random) based on culturally responsive best practices – rigor, relevance, relationships, and realness</li> <li>Regularly prompts adult learners to justify or extend their responses related to content specific language</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li><u>Adult learners themselves ensure that all voices are heard with justifications</u></li> <li>Adult learners display the ability to sustain a discussion with little prompting from teacher</li> <li>Able to modify in real time how purposeful talk is being used</li> </ul>
<b>Questioning and Discussion</b>		<ul style="list-style-type: none"> <li>Uses questioning and discussion to involve few adult learners (i.e. wait time, level of questions)</li> <li>Uses questioning and discussion with little or no active listening evidenced among the class members</li> <li>Sequencing of questions is not purposeful</li> <li>Uses little or no discussion in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Uses questioning and discussion to involve some adult learners (i.e. wait time, level of questions)</li> <li>Uses questioning and discussion and some active listening is evidenced among the class members</li> <li>Sequencing of some questions with minimal regard to adult learners' learning needs</li> </ul>	<ul style="list-style-type: none"> <li>Uses questioning and discussion to involve every adult learner, regardless of ability (i.e. wait time, level of questions)</li> <li>Uses questioning and discussion; participation consists of speaking and/or active listening</li> <li>Uses questioning and discussion that displays a variety of culturally responsive techniques purposely chosen by the teacher to ensure all are participating and considers adult learner input</li> <li>Sequencing of most questions is purposeful and scaffolds learning for all</li> <li>Uses questioning and discussion for higher order thinking</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li><u>Adult learners create their own questions around the topic of study for group discussion</u></li> <li>Adult learners lead the discussion with little direction from the teacher</li> <li>Sequencing of questions is purposeful and scaffolds learning for all</li> </ul>
<b>Function of Technology Used in Instruction</b>		<ul style="list-style-type: none"> <li>Rarely uses available technology as an instructional tool in adult learner learning</li> </ul>	<ul style="list-style-type: none"> <li>Uses available technology as a direct tool substitute without functional change</li> </ul>	<ul style="list-style-type: none"> <li>Uses available technology to augment or modify instructional practices, as well as for substitution</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Uses technology for significant task redesign or to create new tasks, previously inconceivable, as well as for substitution, augmentation, and modification</li> </ul>
<b>Learners Accessing and Presenting Information</b>		<ul style="list-style-type: none"> <li>Only offers adult learners a single pathway to access and present information</li> </ul>	<ul style="list-style-type: none"> <li>Offers adult learners few pathways to access and present information</li> </ul>	<ul style="list-style-type: none"> <li>Offers adult learners multiple pathways to access and present information</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li><u>Provides adult learners with voice and choice about options for accessing and presenting information</u></li> </ul>

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<b>Rubrics and Criteria Charts</b>		<ul style="list-style-type: none"> <li>Criteria has not been developed</li> </ul>	<ul style="list-style-type: none"> <li>Develops criteria that is unclear or has not been clearly communicated to the adult learners</li> <li>No charts or rubrics posted/supplied to adult learners</li> </ul>	<ul style="list-style-type: none"> <li>Develops assessment criteria and standards that are clearly communicated to the adult learners</li> <li>Provides adult learners with a chart or rubric that indicates expectations for the assignment or activity</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Adult learners assist in creating the assignment criteria</li> </ul>
<b>Assessment of Adult Learning</b>		<ul style="list-style-type: none"> <li>Minimal assessment of adult learner learning</li> </ul>	<ul style="list-style-type: none"> <li>Some assessment of adult learner learning</li> </ul>	<ul style="list-style-type: none"> <li>Uses various strategies to assess for each adult learner throughout the lesson</li> <li>Adult learners are engaged with using criteria and/or rubrics to assess their learning</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Assessment is fully integrated into instruction and used to address individual adult learners' misunderstandings</li> <li>Adult learners are engaged in peer-to-peer feedback and assessment</li> </ul>
<b>Academic Feedback</b>		<ul style="list-style-type: none"> <li>Feedback is not or is inconsistently provided</li> <li>Feedback is of poor quality</li> <li>Feedback is not delivered in a way that adult learners can apply</li> <li>Feedback is not provided in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Regular feedback is provided</li> <li>Some elements of intentional feedback are present</li> <li>Feedback delivered is applicable</li> </ul>	<ul style="list-style-type: none"> <li>Regular feedback is provided and describes how adult learners can improve</li> <li>Adult learners understand the purpose of the feedback and how it will be used to monitor progress</li> <li>Feedback is delivered in a way that adult learners can apply in language that exhibits positive growth</li> <li>Feedback is provided in a timely manner</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Adult learners know how to make use of feedback in their learning</li> <li>Adult learners give useful feedback to each other</li> </ul>
<b>Engaging Adult Learners</b>		<ul style="list-style-type: none"> <li>Few adult learners are authentically or actively engaged in the lesson or are off-task</li> <li>Little awareness of when adult learners are not engaged</li> <li>Seldom takes overt action to re-engage adult learners and/or increase adult learner engagement</li> </ul>	<ul style="list-style-type: none"> <li>Some adult learners are authentically and actively engaged in the lesson</li> <li>Some awareness of when adult learners are not engaged</li> <li>Sometimes takes overt action to re-engage adult learners and/or increase adult learner engagement</li> </ul>	<ul style="list-style-type: none"> <li>Virtually all adult learners are authentically and actively engaged</li> <li>Consistent awareness of when adult learners are not engaged</li> <li>Routinely takes overt action to re-engage adult learners and/or increase adult learner engagement</li> </ul>	Meets Proficient and: <ul style="list-style-type: none"> <li>Adult learners show ownership in authentic self-directed learning</li> </ul>
<b>Lesson Closure</b>		<ul style="list-style-type: none"> <li>No time allowed for closure of lesson</li> </ul>	<ul style="list-style-type: none"> <li>Some time allowed for closure of lesson</li> <li>Closure is sometimes connected to the objective</li> <li>Lesson closure is directed by the teacher</li> </ul>	<ul style="list-style-type: none"> <li>Ample time allowed for closure of lesson</li> <li>Closure is consistently connected to the objective</li> <li>Lesson closure is directed by adult learners</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Adult learners can articulate a clear connection to the objective during the closure</li> </ul>
<b>Teacher's Use of Adult Learner Work and Data</b>		<ul style="list-style-type: none"> <li>Minimal use of adult learner work and data to assess the effectiveness of lessons</li> </ul>	<ul style="list-style-type: none"> <li>Some use of adult learner work and data to assess the effectiveness of lessons</li> </ul>	<ul style="list-style-type: none"> <li>Routinely uses adult learner work and data to reflect and inform practice</li> <li>Utilizes adult learner work and data to differentiate and modify instruction</li> <li>Routinely uses adult learner work to assess and measure adult learner progress toward standards</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Shares adult learner work and collaborates within teams to make decisions about upcoming lessons</li> </ul>
<b>Co-teaching (if applicable)</b>		<ul style="list-style-type: none"> <li>Aware of co-teaching strategies but does not currently use them</li> <li>Strategies and roles are seldom matched to the objectives of the lesson</li> <li>One teacher is responsible for all or manages the adult learners for which they are directly responsible</li> <li>Informal or no conversations about upcoming lessons</li> </ul>	<ul style="list-style-type: none"> <li>Uses a single co-teaching strategy or minimal variation of strategies and roles</li> <li>Strategies and roles are sometimes matched to the objectives of the lesson and adult learner needs</li> <li>Occasionally assists in the management of all adult learners; adult learners are beginning to regard co-teachers as equals</li> <li>Occasional planning meetings</li> </ul>	<ul style="list-style-type: none"> <li>Uses a variety of co-teaching strategies and feels comfortable varying instructional roles</li> <li>Strategies and roles are regularly matched to the objectives of the lesson and adult learner needs</li> <li>Frequently assists in the management of all adult learners; co-teachers are becoming interchangeable</li> <li>Regularly and purposefully plan together</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Strategically and effectively uses a variety of co-teaching strategies based on the lesson objectives and needs of adult learners</li> <li>Adult learners regard co-teachers as equals</li> </ul>

# Environment for Learning

	Not Applicable	Below Standard	Developing	Proficient	Distinguished
<b>Relationships Between Teacher and Adult Learners</b>		<ul style="list-style-type: none"> <li>Teacher interaction with at least some adult learners is negative, demeaning, sarcastic, or inappropriate to the age of the adult learners</li> <li>Rarely acknowledges and respects parents as child's first teacher</li> <li>Interactions reflect inconsistencies, favoritism, or disregard for adult learners' cultures</li> <li>Adult learners exhibit disrespect for teacher or peers</li> </ul>	<ul style="list-style-type: none"> <li>Teacher-adult learner interactions are generally appropriate</li> <li>Sometimes acknowledges and respects parents as child's first teacher</li> <li>Adult learners exhibit only minimal respect for teacher or peers</li> </ul>	<ul style="list-style-type: none"> <li>Teacher-adult learner interactions are friendly and demonstrate general warmth, caring, and respect</li> <li>Regularly acknowledges and respects parents as child's first teacher</li> <li>Interactions are appropriate to developmental and cultural norms and teacher seeks input/advice on what is appropriate cultural norms for adult learners outside of the teacher's culture</li> <li>Adult learners exhibit respect for teacher and peers</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Recognizes adult learner contributions to the classroom community</li> <li>Creates an environment where adult learners build relationships with the teacher, not just the teacher building relationships with adult learners</li> </ul>
<b>High Behavioral Expectations</b>		<ul style="list-style-type: none"> <li>Few to no standards of conduct for rituals and routines appear to have been established</li> <li>Minimal implementation of district or program rules and procedures is evident</li> <li>Adult learners are confused as to what is expected of them</li> </ul>	<ul style="list-style-type: none"> <li>Standards of conduct for rituals and routines appear to have been established in the classroom</li> <li>Some implementation of program rules and procedures is evident</li> <li>Adult learners appear to understand what is expected of them some of the time</li> </ul>	<ul style="list-style-type: none"> <li>Standards of conduct for rituals and routines are clear to all adult learners and appear to have been co-created with adult learner input</li> <li>Program rules and procedures are fully implemented</li> <li>Virtually all adult learners appear to understand what is expected of them most of the time</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Standards of conduct for rituals and routines are modified based on adult learners' needs</li> <li>Assists with developing program rules and procedures</li> <li>All adult learners appear to understand what is expected of them all of the time</li> </ul>
<b>Behavior Monitoring and Response</b>		<ul style="list-style-type: none"> <li>Adult learner behavior is not monitored</li> <li>Unaware of what adult learners are doing</li> <li>Does not respond to misbehavior, or the response is inconsistent, overly repressive, or does not respect the adult learner's dignity</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes intervenes to redirect adult learner behavior</li> <li>May miss behaviors of some adult learners</li> <li>Attempts to respond to misbehavior but with uneven results</li> </ul>	<ul style="list-style-type: none"> <li>Alert to adult learner behavior at all times</li> <li>Monitoring is preventative and consistent</li> <li>Response to misbehavior is appropriate and results in the desired behavior</li> <li>Response is sensitive to adult learners' individual needs</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Monitoring is subtle and preventative</li> <li><u>Adult learners monitor their own and their peers' behavior, correcting one another respectfully</u></li> <li>Response to misbehavior is highly effective</li> </ul>
<b>Transitions</b>		<ul style="list-style-type: none"> <li>Considerable instructional time is lost to transitions</li> <li>There is no apparent method for transitioning between activities</li> <li>Distribution of materials is disorganized</li> </ul>	<ul style="list-style-type: none"> <li>Adult learners can complete transitions, but they take more time than necessary</li> <li>Some procedures have been put in place but adult learners fail to execute them consistently</li> <li>Distribution of materials is somewhat organized</li> </ul>	<ul style="list-style-type: none"> <li>Transitions are quick and seamless</li> <li>Adult learners are self-directed during transitions</li> <li>Systems are in place and used by adult learners for retrieving materials</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li><u>Adult learners are in charge of and understand how to transition between activities</u></li> <li><u>Adult learners direct transitions and are in charge of material distribution</u></li> </ul>
<b>Organization of Materials and Space</b>		<ul style="list-style-type: none"> <li>Minimal systems of organization are noted</li> <li>Room is cluttered and materials are in disarray</li> <li>Room arrangement does not support safety and ease of movement</li> </ul>	<ul style="list-style-type: none"> <li>Has a visible organizational system which is somewhat effective; system does not always support learning</li> <li>Room has some evidence of organization and materials are somewhat available</li> <li>Attempts are made to adjust furniture and/or open space to the various lessons with limited effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>System of organization is clear to adult learners and supports adult learner learning</li> <li>Room is neat, clean, and uncluttered; materials are readily available</li> <li>Room is safe and the furniture and/or space arrangement is a resource for learning activities</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Adult learners can explain and maintain the system</li> <li><u>Adult learner input has been considered in creating the system and adult learner suggestions for improvement are welcomed</u></li> <li>Room is safe and accessible and adult learners can adjust the furniture and/or utilize space to advance their own purposes in learning</li> </ul>
<b>Engaging Families</b>		<ul style="list-style-type: none"> <li>Does not attempt to engage families in adult learner learning opportunities</li> <li>Rarely builds relationships with families</li> <li>Seldom seeks opportunities to learn about cultures, race, and backgrounds of families</li> <li>Does not create a welcoming environment for families</li> </ul>	<ul style="list-style-type: none"> <li>Attempts to engage families in adult learner learning opportunities</li> <li>Builds relationships with some families but not others</li> <li>Sometimes seeks opportunities to learn about cultures, race, and backgrounds of families</li> </ul>	<ul style="list-style-type: none"> <li>Routinely engages families in learning opportunities by providing accessible ways for families to participate; crafts lessons that involve adult learner family interaction</li> <li>Builds reciprocal relationships with most families and sees them as an asset in adult learner learning</li> <li>Routinely seeks opportunities to learn about cultures, race, and backgrounds of families</li> <li>Creates a welcoming environment for families</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Builds reciprocal relationships with all families and uses them as an asset in adult learner learning</li> <li>Works with families in the community outside the school</li> </ul>

# Environment for Learning

	Not Applicable	Below Standard	Developing	Proficient	Distinguished
<b>Expectations for Para-professionals and/or Volunteers</b>		<ul style="list-style-type: none"> <li>Little to no delegation of duties to the support staff/volunteers</li> <li>Support staff/volunteers are underutilized</li> <li>Delegates too much to the support staff</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes or inconsistently delegates duties to the support staff/volunteers</li> <li>Inconsistently clarifies and/or reinforces expectations of the support staff/volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Clearly articulates duties to the support staff/volunteers</li> <li>Uses support staff/volunteers to promote adult learner learning; specifically plans for the support staff/volunteers</li> <li>Continuously clarifies and reinforces expectations of the support staff/volunteers</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Partners with the support staff/volunteers to add additional perspectives to classroom dynamics, instruction, and curriculum</li> </ul>

# Professional Responsibilities

	Not Applicable	Below Standard	Developing	Proficient	Distinguished
<b>Relationships with Colleagues</b>		<ul style="list-style-type: none"> <li>Relationships are negative, self-serving, and/or promote discord among staff</li> <li>Works ineffectively with colleagues in collaboration, PLCs, and/or site teams</li> </ul>	<ul style="list-style-type: none"> <li>Maintains cordial relationships with colleagues to fulfill duties that the school or district requires</li> </ul>	<ul style="list-style-type: none"> <li>Relationships are supportive and cooperative</li> <li>Works effectively and respectfully with colleagues in collaboration, PLCs, and/or site teams</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Takes initiative in assuming a leadership role among faculty</li> <li>Takes a leadership role in PLC and/or site teams</li> </ul>
<b>Self Reflection As a Growth Tool</b>		<ul style="list-style-type: none"> <li>Uses minimal reflection and self-assessment of instruction</li> <li>Unwilling to look inward for improvement</li> </ul>	<ul style="list-style-type: none"> <li>Occasionally uses reflection and self-assessment to assess instructional effectiveness and make modifications in instruction</li> </ul>	<ul style="list-style-type: none"> <li>Continuously and accurately assesses his or her own effectiveness using lesson artifacts and adult learner data to identify areas of strength and areas of growth</li> <li>Reflects on teaching practice through coaching, mentorship, critical friends, or participation in other teacher leadership development opportunities</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Takes a leadership role in promoting a culture of professional inquiry and reflection among staff</li> </ul>
<b>Written TD&amp;E Reflections</b>		<ul style="list-style-type: none"> <li>Response shows little evidence of integrated learning or insights gained from the experience</li> <li>Reflections are not submitted or response is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>Response shows some evidence of integrated learning or insights gained from the experience</li> <li>Viewpoints and interpretations are supported; the reflection demonstrates attempts to analyze the learning experience but lacks depth of how the learning experience contributed to understanding of self or adult learners</li> </ul>	<ul style="list-style-type: none"> <li>Response shows solid evidence of integrated learning or insights gained from the experience</li> <li>Viewpoints and interpretations are well supported and insightful; reflection demonstrates how the learning experience contributed to understanding of self or adult learners</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Response includes an in-depth reflection and personalization of the experience</li> </ul>
<b>Feedback</b>		<ul style="list-style-type: none"> <li>Ignores or minimizes feedback from colleagues, administrator, and adult learners</li> <li>Resistant to changes in professional practices</li> </ul>	<ul style="list-style-type: none"> <li>Open to feedback from colleagues, administrators, and adult learners</li> <li>Open to change of professional practice when provided feedback</li> </ul>	<ul style="list-style-type: none"> <li>Seeks and accepts feedback from colleagues, administrators, and adult learners</li> <li>Implements change in professional practice based on feedback</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Models and/or communicates change in professional practices to colleagues to promote learning/growth from feedback</li> </ul>
<b>Professional Growth</b>		<ul style="list-style-type: none"> <li>Does not or minimally attends professional development activities</li> <li>Minimally plans for professional growth</li> <li>Demonstrates little or no urgency toward improving professional practices</li> </ul>	<ul style="list-style-type: none"> <li>Attends relevant professional development activities</li> <li>Occasionally plans for professional growth</li> <li>Demonstrates regular effort to modify and adjust professional practices</li> </ul>	<ul style="list-style-type: none"> <li>Regularly participates in relevant professional development activities and implements changes to instructional practices as a result</li> <li>Regularly plans for professional growth</li> <li>Routinely enriches professional practices to meet the needs of all adult learners</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>Leads professional development opportunities for colleagues</li> <li>Initiates important activities to contribute to the profession</li> <li>Models, coaches, and mentors colleagues and/or preservice teachers in reflective practice methods to improve instruction</li> </ul>

# Professional Responsibilities

	Not Applicable	Below Standard	Developing	Proficient	Distinguished
<b>Communication with Families</b>		<ul style="list-style-type: none"> <li>Rarely provides information to parents about citywide and community programming along with advisory council activities</li> <li>Difficult for families to contact or does not respond when contacted</li> <li>Rarely monitors and communicates with families regarding their absences and/or withdrawal from the program, offering help as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes provides information to parents about citywide and community programming along with advisory council activities</li> <li>Information is available to families, but ways of being contacted are not communicated through multiple methods</li> <li>Sometimes monitors and communicates with families regarding their absences and/or withdrawal from the program, offering help as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Routinely provides information to parents about citywide and community programming along with advisory council activities</li> <li>Available to respond to family concerns, and ways of being contacted are clearly communicated through methods that work for the particular family's needs</li> <li>Regularly monitors and communicates with families regarding their absences and/or withdrawal from the program, offering help as appropriate</li> <li>Utilizes school/district resources to communicate in home language</li> </ul>	<p>Meets Proficient AND:</p> <ul style="list-style-type: none"> <li>Is proactive in communicating with families if information/resources needs to be shared prior to next class session</li> </ul>
<b>ECFE Outreach &amp; Special Events</b>		<ul style="list-style-type: none"> <li>Rarely sets up and maintains collaboration with groups, programs, and agencies in the community</li> <li>Rarely engages in outreach activities appropriate to the site community to maintain enrollment in agreement with program standards</li> <li>Special events are rarely scheduled and marketed to build on programming and curriculum</li> <li>Rarely works with advisory council to integrate program into the school district</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes sets up and maintains ongoing collaboration with groups, programs, and agencies in the community</li> <li>Sometimes engages in outreach activities appropriate to the site community to maintain enrollment in agreement with program standards</li> <li>Special events are sometimes scheduled and marketed to build on programming and curriculum</li> <li>Sometimes works with advisory council to integrate program into the school district</li> </ul>	<ul style="list-style-type: none"> <li>Sets up and maintains ongoing collaboration with groups, programs, and agencies in the community</li> <li>Regularly engages in outreach activities appropriate to the site community to maintain enrollment in agreement with program standards</li> <li>Special events are regularly scheduled and marketed to build on programming and curriculum</li> <li>Works regularly with advisory council to integrate program into the school district</li> </ul>	<p>Meets Proficient AND:</p> <ul style="list-style-type: none"> <li>Encourages established families to welcome new families to the program</li> </ul>
<b>Service to School/District</b>		<ul style="list-style-type: none"> <li>Does not support the school mission/vision</li> <li>Lacks understanding of the district's strategic plan and, as a result, creates confusion for school stakeholders</li> <li>Non-compliant with school and/or SPPS policies and procedures</li> <li>Inconsistently involved in required program events</li> <li>Rarely checks in with program staff regarding adult education participation (attendance, absences, withdrawals, and waitlists)</li> </ul>	<ul style="list-style-type: none"> <li>Understands and supports the school mission/vision</li> <li>Understands and supports the district strategic plan, mission, and vision</li> <li>Complies with school and SPPS policies and procedures and acts in a professional and ethical manner</li> <li>Sometimes checks in with program staff regarding adult education participation (attendance, absences, withdrawals, and waitlists)</li> </ul>	<ul style="list-style-type: none"> <li>Makes decisions that support and reflect the school mission/vision</li> <li>Makes decisions that support and reflect the district strategic plan, mission, and vision</li> <li>Complies with school and/or SPPS policies and procedures and models high standards of professional and ethical conduct</li> <li>Routinely checks in with program staff regarding adult education participation (attendance, absences, withdrawals, and waitlists)</li> <li>Involved in required program events</li> </ul>	<p>Meets Proficient AND:</p> <ul style="list-style-type: none"> <li>Makes a concerted effort to challenge negative attitudes or practices to ensure that all adult learners can succeed</li> <li>Volunteers to participate in program/district events and makes a substantial contribution</li> <li>Takes initiative in assuming a leadership role in program and/or district events</li> </ul>
<b>Record Keeping</b>		<ul style="list-style-type: none"> <li>Minimally maintains information on adult learner progress</li> <li>Attendance records are in disarray resulting in errors and confusion</li> <li>Lacks system for information on adult learner completion of assignments</li> <li>Rarely documents referrals to the program</li> </ul>	<ul style="list-style-type: none"> <li>Regularly maintains a system for information on adult learner progress</li> <li>Maintains attendance records</li> <li>Maintains a system for information on adult learner completion of assignments</li> <li>Sometimes documents referrals to the program</li> </ul>	<ul style="list-style-type: none"> <li>Maintains fully effective systems for information on adult learner progress</li> <li>Maintains accurate and up-to-date attendance records</li> <li>Maintains effective systems for information on adult learner completion of assignments</li> <li>Consistently documents referrals to the program</li> </ul>	<p>Meets Proficient AND:</p> <ul style="list-style-type: none"> <li>Adult learners contribute information to systems related to their progress and interpret results</li> <li>Adult learners participate in systems for completion of assignments</li> <li>Communicates and updates community partners on referrals</li> </ul>
<b>TD&amp;E Components (summative evaluation)</b>		<ul style="list-style-type: none"> <li>One or more components of TD&amp;E are missing or incomplete</li> <li>TD&amp;E component deadlines are missed</li> </ul>		<ul style="list-style-type: none"> <li>All components are complete</li> <li>Ongoing work to implement and fulfill TD&amp;E components is timely</li> </ul>	<p>Meets Proficient AND:</p> <ul style="list-style-type: none"> <li>Takes a leadership role in promoting TD&amp;E components in the program</li> </ul>

# Professional Responsibilities

	Not Applicable	Below Standard	Developing	Proficient	Distinguished
<b>Lead Duties</b> (if applicable to job description)		<ul style="list-style-type: none"> <li>• Rarely facilitates consistent staff meetings in accordance with program standards</li> <li>• Rarely works with the advisory council or no site advisory council exists</li> <li>• Rarely oversees accurate and timely processing or registrations, fee collection, parent feedback, statistic collection, etc.; paperwork is inaccurate and/or late</li> <li>• Rarely monitors the site budget in a fiscally efficient and responsible manner</li> <li>• Rarely takes leadership in problem solving with staff in unexpected or challenging situations, as well as, system design for daily program operation</li> <li>• Rarely acts as the ECFE site liaison with the building principal/administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Sometimes facilitates consistent staff meetings in accordance with program standards</li> <li>• Sometimes works with the advisory council</li> <li>• Sometimes oversees accurate and timely processing or registrations, fee collection, parent feedback, statistic collection, etc.</li> <li>• Sometimes monitors the site budget in a fiscally efficient and responsible manner</li> <li>• Sometimes takes leadership in problem solving with staff in unexpected or challenging situations, as well as, system design for daily program operation</li> <li>• Sometimes acts as the ECFE site liaison with the building principal/administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly facilitates consistent staff meetings in accordance with program standards</li> <li>• Regularly works with the advisory council</li> <li>• Consistently oversees accurate and timely processing or registrations, fee collection, parent feedback, statistic collection, etc.</li> <li>• Regularly monitors the site budget in a fiscally efficient and responsible manner</li> <li>• Consistently takes leadership in problem solving with staff in unexpected or challenging situations, as well as, system design for daily program operation</li> <li>• Regularly acts as the ECFE site liaison with either building principal/administrator</li> </ul>	Meets Proficient AND: <ul style="list-style-type: none"> <li>• Consistently facilitates exceptionally effective staff meetings</li> <li>• Supports an active advisory council that promotes legislation, outreach, citywide programming, and ECFE advocacy</li> <li>• Seeks out additional revenues and resources to add to the budget</li> <li>• Inspires high levels of staff commitment and facilitates an exceptionally well run site</li> <li>• Has a good solid working relationship with building principal/administrator and is able to solve site problems at that level</li> </ul>



# Summary

**Areas of Strength:**

**Areas of Growth:**

**Next Steps:**