

**Huron Intermediate School District
Ancillary Staff/Consultant Evaluation Rubric**

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| 1. Planning and Preparation |
| a. Demonstrates Knowledge of Area of Service <i>Expertise in targeted service and related resources</i> |
| b. Demonstrates Knowledge of Individuals Receiving Services - <i>Characteristics of age group; family background, varied approaches to learning, skills and knowledge, interests, and cultural heritage; multiple intelligences and learning styles; differentiated instruction</i> |
| c. Designs Appropriate Strategies Aligned with Targeted Goals - <i>Strategies consistent with best practice and current research, integrity, good judgment, materials and resources, therapy strategies, evaluation techniques, problem solving</i> |
| d. Uses Time Wisely - <i>Time applied to tasks to be accomplished</i> |
| 2. Environment |
| a. Creates an Environment of Respect and Rapport <i>Interaction with individuals receiving services</i> |
| b. Establishes a Culture for Growth <i>Appropriate expectations for learning and achievement, belief in potential for growth/improvement</i> |
| c. Orchestrates Procedures Conducive to Learning <i>Management of work groups, transitions, materials and supplies, performance of noninstructional duties</i> |
| d. Manages Learner Behavior <i>Appropriate expectations, implementation of positive behavioral supports</i> |
| e. Organizes Physical Space <i>Safety and arrangement of furniture/objects, appearance of work space, use of physical resources</i> |
| f. Practices School Health and Safety Procedures <i>Knowledge of fire, disaster, and crisis procedures; precautionary measures related to bloodborne pathogens</i> |
| 3. Delivery of Services |
| a. Communicates Clearly and Accurately <i>Directions and procedures, oral and written language</i> |
| b. Engages Individuals in Targeted Service <i>Content of service delivery, activities; grouping of learners, motivation, participation; materials and resources; structure and pacing</i> |
| c. Provides Feedback to Individuals <i>Quality—accurate, substantive, constructive, and specific; timeliness</i> |
| d. Demonstrates Flexibility During Delivery of Services <i>Continuous monitoring and adjustment of service delivery, problem solving</i> |
| e. Uses Service Delivery Time Productively <i>Full use of available time to achieve targeted goals</i> |
| f. Assigns Appropriate Follow-Up Tasks <i>Duration and frequency, relevant, connected to targeted goals</i> |
| g. Engages in Long-Range Reflection of Service Delivery <i>Goals of targeted individuals accomplished</i> |
| 4. Professional Responsibilities |
| a. Maintains Accurate Records <i>Service delivery records, forms</i> |
| b. Communicates with Parents, Families, Districts, Agencies <i>Information about targeted program, engagement of families, ongoing connections with districts/agencies; appropriate interactions with customers</i> |
| c. Cooperates with Colleagues and Support Staff <i>Respectful, courteous interaction with staff; team player; fair share of ideas, materials, committee work</i> |
| d. Cooperates with Administration <i>Positive participation in staff meetings, committees, improvement initiatives; follows administrative directives</i> |
| e. Follows Huron ISD/Building Policies and Procedures <i>Regulations spelled out in Personnel Handbook; building security</i> |
| f. Works Toward Professional Growth <i>Ongoing learning</i> |
| g. Demonstrates Professionalism <i>Confidentiality in all matters; integrity, initiative, advocacy, good judgment; dress and grooming; attendance, punctuality</i> |
| 5. Other |
| a. Ancillary Staff/Consultant Attendance |
| b. Ancillary Staff/Consultant Disciplinary Record |
| c. Accomplishments and Contributions Above Normal Expectations |
| d. Non-required but Relevant Special Training |