



Domain 5: STUDENT SUPPORT SPECIALIST

Component 4: Professional Responsibilities

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Accomplished
4a <i>Maintaining accurate records and confidentiality</i>	Maintains records that are in disarray, resulting in errors, confusion and hindering delivery of service. Is not alert to issues of confidentiality	Maintains records that adequate but require frequent monitoring and supervision. Adheres adequately to professional standards of confidentiality.	Maintains records that are complete in their content, comply with requirements, and adhere to timely submission. Is proactive in maintaining confidentiality	Maintains records whose content is comprehensive; maintenance is meticulous and are in compliance with state and federal regulations. Is proactive in maintaining confidentiality.
4b <i>Contributing to the school and district</i>	Avoids involvement in school and district projects or events.	Participates in projects or activities when requested.	Volunteers to participate in activities or projects and makes a substantial contribution.	A leader and role model to school community and takes pride and ownership in school projects and events.
4c <i>Growing and developing professionally</i>	Makes no effort to participate in professional development activities.	Participates in limited or inappropriate professional development activities.	Participates in professional development activities and incorporates new knowledge and skill into practice.	Seeks out opportunities for professional development and incorporates new knowledge and skill into practice. Initiates important activities to contribute to the profession, such as mentoring and making presentations.
4d <i>Relationship with Colleagues</i>	Has difficulty in maintaining cordial relationships with colleagues. Relationships with colleagues are negative or self-serving.	Maintains cordial relationships with colleagues to fulfill duties that the school or district requires.	Maintains supportive and cooperative relationships with colleagues.	Assumes leadership role while maintaining supportive and cooperative relationships with colleagues.