

School Service Personnel of the Year Application Rubric

Candidate's Name: _____

Position: _____

Evaluator's Name: _____

Work Site: _____

Criteria	Minimal	Average	Above Average	Max Points Possible	Score
County Superintendent Consent Letter County Superintendent/designee officially recognizes one person as the county's nominee.	No recognition from the county superintendent or designee	County superintendent/designee officially recognizes one person		5	
	0	5			
Statement from Nominating Committee Provides specific examples of activities that demonstrate exemplary performance and thereby promote student learning. Examples include activities which create a positive relationship with parents, students, coworkers, and community members; and activities which make the school(s) safer, healthier, and more attractive.	Statement provides only vague descriptors/no specific examples of exemplary job performance.	Statement provides some specific examples and/or evidence which demonstrate exemplary job performance.	Statement provides detailed, noteworthy examples and/or convincing evidence which demonstrates exemplary job performance.	20	
	0-6	6-13	13-20		
Letters of Recommendation (two letter limit) Provide two letters of recommendation, one which must be from the nominee's principal/supervisor. The second letter may be submitted from teachers, parents, students, colleagues, administrators, and/or civic/community leaders. Letters must provide specific examples of the nominee's contribution to his/her school(s) and/or district.	Letters do no indicate or contain evidence that the applicant performs extraordinary services or positively affects the school and district.	Letters indicate applicant is faithful and dedicated but lack specific evidence of extraordinary service or significant influence in the school and /or district.	Letters clearly depict how the applicant extends himself/herself beyond basic required duties and exerts a positive influence in the school and/or district.	25	
	0-7	8-16	16-25		
Continuing Education/Training Courses Provides evidence of continuing educator or training courses in which the nominee has participated in the past three years above and beyond the required profession learning hours. Must be hours above required 18 hours of professional learning.	Evidence indicates the application has participate in 0-3 additional credit hours in the past 3 years.	Evidence indicates the application has participated in 4-6 additional credit hours in the past 3 years.	Evidence indicates the applicant has participated in 7+ additional credit hours in the past three years.	25	
	0-7	8-16	16-25		
Community Service/Organization Memberships/Awards Provides evidence of community service activities, memberships to organizations/committees, or any awards, recommendations, or recognitions the nominee may have received from a school, district, organization, or community within the past five years.	Evidence suggests little/no activity by any organization and no indication of community involvement in the past3 years.	Evidence lists specific activities/awards given by the school, district, organization, or community to honor excellent attendance, outstanding performance, or participation in community activities in the past 3 years.	Evidence lists numerous activities or awards given by a school, district, organization, or community to honor excellent attendance, outstanding performance, or volunteerism to community activities in the past 3 years.	25	
	0-7	8-16	16-25		
Comments:				100	