

## EVALUATION OF EDUCATIONAL TECHNICIANS

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Evaluation is a cooperative and continuing process designed to improve and maintain the quality of employee performance in the Bangor School Department. In conducting an evaluation, the supervisor and the employee review the employee's general and specific responsibilities and determine to what standard of performance the responsibilities are performed.

Seven core competencies are common to all Educational Technician positions in the Bangor School Department:

### I. COMMITMENT TO STUDENTS

Commitment to students is foundational to the success of the Bangor School System. At all levels of employment within the organization there is a shared responsibility sustaining this unwavering commitment.

1. Understands how the job contributes to success for every student
2. Cares genuinely about the overall learning environment to ensure student success
3. Acts with the student in mind
4. Is dedicated to meeting expectations of principals, supervisors, staff, parents, and students
5. Is dedicated to supporting high-quality education for students
6. Is dedicated to the successful achievement/performance of all groups of students
7. Listens to and communicates with students
8. Models respectful behavior in all interactions
9. Fosters student independence
10. Takes action when needed to support success
11. Recognizes when to give help and when to encourage self-help and problem-solving skills

### II. KNOWLEDGE OF JOB

Knowledge of Job reflects the level to which the employee consistently performs all responsibilities associated with the position.

1. Understands assigned job duties
2. Is knowledgeable about current and new practices and methods
3. Uses appropriate materials, equipment and resources
4. Implements and completes work assignments
5. Learns new skills and procedures
6. Knows appropriate policies, procedures, and regulations
7. Demonstrates knowledge in the areas of reading, writing, and math required to support classroom teaching and learning
8. Reinforces academic skills presented by the teacher
9. Monitors the environment to maintain safety
10. Assists in the promoting of positive learning environment
11. Applies the knowledge and skills needed to do the job, including technical competencies required by the employee's specific position classification (See job description and Reference Checklist)

### III. PROFESSIONALISM

Professionalism requires a commitment to the goals and values of the Bangor School System and a commitment to a "no excuse" approach to all performance responsibilities

1. Patient to hear the entire story
2. Calm under pressure



3. Timely with information
4. Positive, dependable, reliable, and trustworthy
5. Responds to all people equitably
6. Proactive when handling all situations
7. Possesses the ability to handle all matters in a professional and confidential manner
8. Attendance – reports to work consistently, promptly and attends all required professional development sessions
9. Maintains confidentiality in all settings related to students and staff
10. Demonstrates willingness to accept suggestions and directions
11. Adheres to Bangor School Department dress expectations
12. Maintains professional boundaries with students including social media
13. Adheres to applicable statutes, policies, and regulations
14. Maintains professional authorization

#### IV. INTERPERSONAL

Interpersonal reveals the ability to work cooperatively with others to accomplish the responsibilities of the position and to achieve the goals of the organization.

1. Polite and approachable
2. Able to be a team member/team player
3. Cares about people
4. Available and ready to help
5. Treats people with respect
6. Acts as a mentor and a student advocate
7. Attempts to understand other perspectives
8. Relates well to others
9. Demonstrates professional self-advocacy skills

#### V. COMMUNICATION

Communication describes the ability to transfer relevant information appropriately, clearly, and concisely, in writing or orally, and to engage with all members of the school community positively and constructively.

1. Understands how to be an active listener
2. Effective in oral and written skills
3. Able to communicate well to manage conflict and deal effectively with problem situations
4. Tactful when handling situations and difficulties with the least possible disruption
5. Complies with the Bangor School Department expectation of cell phone/text use only in emergency situations

#### VI. ORGANIZATION

Organization describes the ability to perform all tasks associated with the position in an efficient, orderly manner and to display appropriate professional flexibility in responding to the dynamics of an organization.

1. Accomplishes assignments in a timely manner
2. Assists as needed to organize meetings and tasks
3. Anticipates needs of principals, supervisors, staff, parents, and students
4. Manages broad range of activities
5. Maintains accurate records

#### VII. PROBLEM SOLVING

Problem solving describes the ability to identify and define the problem and then to apply an appropriate strategy to respond to the problem.

1. Changes routines to fit the needs of situation
2. Accesses and uses resources effectively and efficiently
3. Identifies process improvements



4. Explores beyond the obvious when solving problems
5. Asks appropriate questions to clarify a situation
6. Logical when discussing the pros and cons of situations
7. Quickly recognizes issues and their implications
8. Engages in mutual problem solving discussions to support student achievement
9. Assists in the promotion of positive learning environment

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