

SAMPLE REDUCTION IN FORCE RUBRIC

Based on **list school year(s)**

I. Professional Responsibilities (25 points)

A. Models and supports Gospel values and the school mission

3. Always
2. Usually
1. Sometimes
0. Never

B. Meets diocesan requirements for state certification/licensing

4. Has a valid license/certificate in MD or DE
3. Has taken two major steps toward certification (Praxis and/or required coursework) in a timely manner
2. Has taken one major step towards certification (Praxis and/or required coursework) in a timely manner
1. Has received a diocesan waiver
0. Has made no progress toward certification

C. Meets diocesan requirements for catechetical certification (up to 3 points)

1. Attended Diocesan Spirituality Day
1. Attended the school's Retreat Day
1. Attended all required initial faith formation and/or school catechetical sessions

D. Upholds high standards of integrity and confidentiality

3. Always
2. Usually
1. Sometimes
0. Never

E. Is punctual for school, homeroom, class, and other duties and remains at school as required/needed

3. Always
2. Usually
1. Sometimes
0. Never

F. Is punctual and accurate in grade and attendance reporting

3. Always
2. Usually
1. Sometimes
0. Never

G. Adheres to/enforces school policies

3. Always
2. Usually
1. Sometimes
0. Never

H. Communicates effectively, constructively, and in a timely manner with students, parents, and administrators.

3. Always
2. Usually
1. Sometimes
0. Never

II. Involvement/Flexibility (6pts)

A. **Contributes to the student life of the school** (high schools may wish to add more specificity to this)

3. Has moderated/coached one activity and attended several other non-required school events
2. Has moderated/coached one activity and attended at least one other non-required school event or has not moderated/coached but attended many non-required school events
1. Has not moderated/coached but has attended at least two non-required school events
0. Has not moderated/coached and rarely attends non-required school events

B. **Volunteerism**

2. Volunteers without being asked
1. Will serve if asked
0. Does not serve

C. **Is willing and able to teach several grade levels and ability levels effectively** (middle schools/high schools may want to add something about more than one subject area)

1. Yes
0. No

III. Planning and Preparation (6 pts)

A. **Lesson Planning**

3. Consistently submits plans on time with standards and essential questions/objectives noted
2. Sometimes submits plans on time with standards and essential questions/objectives noted
1. Rarely submits plans on time with standards and essential questions/objectives noted
0. Plans are not submitted

B. **Teacher's Web Page** (may or may not be applicable - may need to be re-worded to be school-appropriate)

3. Consistently well-formatted and up to date
2. Usually well-formatted and up to date
1. Sometimes well-formatted and up to date
0. Web page is never well-formatted and up to date.

IV. Classroom Environment and Instruction (21pts) (there may be a specific focus in a school, for example, differentiation or critical reading; other questions can be added)

A. **Uses a variety of appropriate instructional practices/strategies**

3. Consistently
2. Often
1. Occasionally
0. Never

B. **Promotes learning beyond recall and comprehension**

3. Consistently
2. Often
1. Occasionally
0. Never

C. **Has students authentically engaged during the entire class**

3. Consistently
2. Often
1. Occasionally
0. Never

D. Uses technology effectively to foster student engagement

- 3. Consistently
- 2. Often
- 1. Occasionally
- 0. Never

E. Maintains a neat, organized classroom

- 3. Consistently
- 2. Often
- 1. Occasionally
- 0. Never

F. Catholic symbols/art/bulletin boards are evident

- 3. Consistently
- 2. Often
- 1. Occasionally
- 0. Never

G. Manages student behavior well in a positive and nurturing way

- 3. Consistently
- 2. Often
- 1. Occasionally
- 0. Never

V. Service (4 pts)

A. ___ Leadership Roles (0 for no leadership role; 1 point for significant leadership role, 2 points for more than one significant leadership role) Examples include:

- Level Coordinator
- Subject Coordinator/Department Chair
- Middle States Internal Coordinator
- Diocesan Committee
- Other

B. ___ Years of Service to Catholic Education (1 point for 10+ years; 2 points for 20+ years)

Total points possible = 62 points