

Lori Rupsch lrupsch@d56.org

Fwd: FOIA Request

Luis Correa Lori Rupsch Lori Rupsch@d56.org

Mon, Mar 31, 2025 at 5:03 PM

FYI

------ Forwarded message ------

From: Heather Heiden <membership@lcft.org>

Date: Mon, Mar 31, 2025 at 4:54 PM

Subject: FOIA Request

To: Sydney Ryan <sryan@lcft.org>, Heather Heiden <membership@lcft.org>

Dear FOIA Officer,

Pursuant to the Freedom of Information Act, I am requesting multiple items:

A. Substitute rates:

- 1. Daily substitute teacher Long term substitute teacher Daily substitute paraprofessional/teaching rate assistant rate
- B. Copies of the performance evaluation tools used for the following job categories within your district:
 - 1. Paraprofessionals/Teachi@gHealth 3. Administrative Hall 5. Library 6. Maintenan@eAdditionally, if Assistants Aides/HealthAssistants (If MonitorsAssistantsor Janitorial any of these Clerks separate tools or or Clerks Staff evaluations

exist for 9/10- Security

month and Staff

12-month

classifications,

please

provide both

contain a subcomponent for
input from
supervisors or
classroom
teachers.

please provide copies of those as well.

I request that the records be provided in electronic format, if available, and sent via email to this email address (membership@lcft.org). If electronic records are not available, please inform me of any copying fees before processing my request.

versions)

If any portion of this request is denied, please provide a written explanation citing the specific legal exemption relied upon. If any records can be released in part, please provide all segregable portions. This is not a commercial request.

I appreciate your time and assistance and look forward to your response within the timeframe required by law. If you require any clarification, please feel free to contact me using the information below my signature.

Sincerely,

Sydney Ryan | Field Service Director Lake County Federation of Teachers Local 504

248 Ambrogio Drive, Gurnee, IL 60031 T: (847) 623-7725 I E: sryan@lcft.org

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Lori Rupsch lrupsch@d56.org

Fwd: FOIA Request

Lori Rupsch lrupsch@d56.org
To: membership@lcft.org

Thu, Apr 3, 2025 at 10:16 AM

Hello.

Per your FOIA request on March 31, 2025, I have included the following requested information.

The daily rate for a substitute teacher is currently between \$140.00 and \$150.00 depending on how long the substitute has been employed at District 56. The long-term daily rate for substitute teachers is currently \$253.04. The daily rate for substitute paraprofessionals is currently \$16.00 with no bachelor's degree and \$17.00 with a bachelor's degree.

I have also attached the performance evaluation tools for our 12-month administrative assistants, our building clerks/secretaries, and our other non-certified staff.

[Quoted text hidden]



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3 attachments



Non-Certified Evaluation.doc



Administrative Assistant Performance Evaluation.docx 29K



Building Clerk Secretary Evaluation.docx 30K

Gurnee District 56

Administrative Assistant Performance Evaluation

Name:	School Year:
Assignment:	Length of Time in Current Assignment:
Date of Last Evaluation:	Evaluation Completed by:

Ratings:

Excellent - Staff member has consistently and significantly distinguished him/herself on Gurnee School District 56 standards during the period of evaluation.

Proficient - Staff member has demonstrated essential competence on identified Gurnee School District 56 standards during the period of evaluation.

Needs Improvement - Staff member has demonstrated growth, but the level of achievement has not yet reached Gurnee School District 56 standards during the period of evaluation.

Unsatisfactory - Staff member has not demonstrated adequate growth toward achieving Gurnee School District 56 standards during the period of evaluation.

Domain 1: Knowledge, ability, and skills to accurately perform assigned duties

Domain 1. Kii	Domain 1: Knowledge, ability, and skins to accurately perior in assigned duties				
	Level of Performance				
COMPONENT	UNSATISFACTORY	NEEDS	PROFICIENT	EXCELLENT	
		IMPROVEMENT			
1a:	Administrative	Administrative Assistant	Administrative	Administrative	
understands	Assistant rarely	needs support to interact	Assistant interacts in a	Assistant interacts in a	
that primary	interacts in a	in a customer service-	customer service-	customer service-	
responsibility of	customer service-	oriented manner with	oriented manner with	oriented manner with	
all	oriented manner with	parents, administrators,	parents,	parents,	
administrative	parents,	teachers, and/or fellow	administrators,	administrators,	
assistants is one	administrators,	administrative	teachers, and/or fellow	teachers, and/or fellow	
of customer	teachers, and/or	assistants.	administrative	administrative	
service	fellow administrative		assistants.	assistants and is a	
	assistants.			resource to others.	
1b: has	Administrative	Administrative Assistant	Administrative	Administrative	
command of all	Assistant lacks the	has the knowledge and	Assistant has the	Assistant has the	
assigned work	knowledge and skills	skills to perform some,	knowledge and skills	knowledge and skills to	
duties and	to perform most	but not all, assigned	to effectively perform	effectively perform all	
responsibilities	assigned duties and	duties and	all assigned duties and	assigned duties and	
	responsibilities.	responsibilities.	responsibilities.	responsibilities and is a	
				resource to others.	
1c: has the	Administrative	Administrative Assistant	Administrative	Administrative	
technical grasp	Assistant lacks the	has the technical ability	Assistant has the	Assistant has the	
of the job while	technical ability to use	to use some, but not all,	technical ability to use	technical ability to use	
using universal	essential job-related	essential job-related	all essential job-related	all essential job-related	

Gurnee District 56

Administrative Assistant Performance Evaluation

software	software systems such	software systems such as	software systems such	software systems such
systems.	as the district	the district financial and	as the district financial	as the district financial
	financial and student	student management	and student	and student
	management system,	system, Word, Excel,	management system,	management system,
	Word, Excel, Keynote,	Keynote, Google, etc.	Word, Excel, Keynote,	Word, Excel, Keynote,
	Google, etc.	,,g,	Google, etc.	Google, etc., and is a
				resource to others.
1d: completes	Administrative	Administrative Assistant	Administrative	Administrative
assigned duties	Assistant rarely	needs support to	Assistant consistently	Assistant consistently
with accuracy.	completes assigned	complete assigned duties	completes assigned	completes assigned
	duties with accuracy.	with accuracy.	duties with accuracy.	duties with accuracy
	J	,		and is a resource to
				others.
1e: maintains	Administrative	Administrative Assistant	Administrative	Administrative
required	Assistant rarely	needs support to	Assistant maintains	Assistant maintains
records in a way	maintains records or	maintain records.	accurate records and	accurate records and
that can be	records are		records are maintained	records are maintained
easily	maintained in a way		in a way that others	in a way that others can
understood by	that others cannot		can clearly understand.	clearly understand, and
others.	understand.			the Administrative
				Assistant is a resource
				to others.
1f:	Administrative	Administrative Assistant	Administrative	Administrative
Demonstrates	Assistant rarely	needs support to	Assistant regularly	Assistant regularly
problem-solving	demonstrates	demonstrate problem-	demonstrates	demonstrates problem-
skills	problem-solving	solving skills.	problem-solving skills.	solving skills and is a
	skills.			resource to others.
01	lan commente evaleinin	- 41 41		

Observations and/or comments explaining the ratings:

Domain 2: Attitude toward job assignments and initiative

Level of Dorformana				
Level of Performance				
COMPONENT	UNSATISFACTORY	NEEDS	PROFICIENT	EXCELLENT
		IMPROVEMENT		
2a: is a self-	Administrative	Administrative Assistant	Administrative	Administrative
starter who	Assistant rarely	needs direction to	Assistant consistently	Assistant consistently
completes	performs assigned	perform assigned duties	performs assigned	performs assigned
assigned duties	duties and	and responsibilities.	duties and	duties and
and	responsibilities		responsibilities with	responsibilities with no
responsibilities	without consistent		little to no direction.	direction and is an
without being	direction.			exemplar to others.
asked.				
2b: has a	Administrative	Administrative Assistant	Administrative	Administrative
positive	Assistant displays a	occasionally displays a	Assistant consistently	Assistant consistently
attitude.	negative attitude	negative attitude	displays a positive	displays a positive
	toward assigned	toward assigned duties	attitude toward	attitude toward
	duties and/or	and/or colleagues.	assigned duties and/or	assigned duties and/or
	colleagues.		colleagues.	colleagues and is an
				exemplar to others.
2c: contributes	Administrative	Administrative Assistant	Administrative	Administrative
suggestions for	Assistant rarely	needs support to	Assistant regularly	Assistant regularly
improvement.	contributes ideas that	contribute ideas that	contributes ideas that	contributes ideas that
	could lead to	could lead to	could lead to	could lead to
	improvement in	improvement in	improvement in	improvement in
	assigned duties and	assigned duties and	assigned duties and	assigned duties and
	responsibilities.	responsibilities.	responsibilities.	responsibilities and is a
				resource to others.

Gurnee District 56

Administrative Assistant Performance Evaluation

2d: cooperates	Administrative	Administrative Assistant	Administrative	Administrative
with co-	Assistant rarely	needs support to	Assistant consistently	Assistant consistently
workers.	cooperates with co-	cooperate with co-	cooperates with co-	cooperates with co-
	workers.	workers.	workers.	workers and helps
				others to cooperate.
2e: treats	Administrative	Administrative Assistant	Administrative	Administrative
others with	Assistant rarely treats	needs support to treat	Assistant consistently	Assistant consistently
respect.	others with respect.	others with respect.	treats others with	treats others with
_	-	_	respect.	respect and is an
			-	exemplar to others.
2f: accepts	Administrative	Administrative Assistant	Administrative	Administrative
direction from	Assistant rarely	needs support in	Assistant accepts	Assistant seeks
his/her	accepts direction from	accepting direction from	direction from his/her	direction from his/her
supervisor,	his/her supervisor,	his/her supervisor,	supervisor, including	supervisor, including
including	including constructive	including constructive	constructive criticism	constructive criticism
constructive	criticism where	criticism where	where applicable.	where applicable and is
criticism where	applicable.	applicable.		an exemplar to others.
applicable.				
2g:	Administrative	Administrative Assistant	Administrative	Administrative
demonstrates	Assistant rarely	needs support to	Assistant regularly	Assistant regularly
initiative by	demonstrates	demonstrate initiative	demonstrates	demonstrates initiative
taking on tasks	initiative to assist co-	to assist co-workers.	initiative to assist co-	to assist co-workers
outside of	workers.		workers.	and is an exemplar to
assigned duties to assist in the				others.
overall				
operation of the				
office.				
	/az aammanta avulainin			I.

Observations and/or comments explaining the ratings:

Domain 3: Dependability, Communication, and Organization

DOIL	Domain 3. Dependability, Communication, and Organization				
	Level of Performance				
COMPONENT	UNSATISFACTORY	NEEDS	PROFICIENT	EXCELLENT	
		IMPROVEMENT			
3a: is punctual, reliable, and has good attendance habits.	Administrative Assistant rarely demonstrates responsible behaviors toward attendance, work schedule, and timeliness.	Administrative Assistant needs support to demonstrate responsible behaviors toward attendance, work schedule, and timeliness.	Administrative Assistant consistently and effectively demonstrates responsible behaviors toward attendance, work schedule, and timeliness.	Administrative Assistant consistently and effectively demonstrates responsible behaviors toward attendance, work schedule, and timeliness and is an	
3b: completes his/her work in a timely manner.	Administrative Assistant rarely completes work by agreed upon deadlines.	Administrative Assistant needs support to complete work by agreed upon deadlines.	Administrative Assistant completes work by agreed upon deadlines.	exemplar to others. Administrative Assistant consistently completes work by agreed upon deadlines and is an exemplar to others.	
3c: effectively communicates with parents, administrators,	Administrative Assistant rarely communicates effectively with	Administrative Assistant needs support to communicate effectively with parents,	Administrative Assistant communicates effectively with	Administrative Assistant communicates effectively with parents, administrators,	

Gurnee District 56

Administrative Assistant Performance Evaluation

teachers, and/or	parents,	administrators,	parents,	teachers, and/or co-
co-workers.	administrators,	teachers, and/or co-	administrators,	workers and is a
	teachers, and/or co-	workers.	teachers, and/or co-	resource and exemplar
	workers.		workers.	to others.
3d: effectively	Administrative	Administrative Assistant	Administrative	Administrative
organizes the	Assistant rarely	needs support to	Assistant organizes	Assistant organizes
physical	organizes his/her	organize his/her	his/her workspace	his/her workspace
workspace.	workspace effectively.	workspace effectively.	effectively.	effectively and is an
				exemplar to others.

Observations and/or comments explaining the ratings:

Domain 4: Professionalism

	Level of Performance				
COMPONENT	UNSATISFACTORY	NEEDS	PROFICIENT	EXCELLENT	
		IMPROVEMENT			
4a: demonstrates professionalism, including integrity, ethics, and confidentiality	Administrative Assistant displays dishonesty in interactions with others and violates norms of confidentiality.	Administrative Assistant is honest in interactions with others and respects norms of confidentiality.	Administrative Assistant displays high standards of honesty and integrity in interactions with others and respects norms of confidentiality.	Administrative Assistant can be counted on to hold the highest standards of honesty and integrity and takes a leadership role with others in respecting the norms of confidentiality.	
4b: engages in professional learning.	Administrative Assistant rarely participates in professional learning activities, even when such activities are clearly needed for the enhancement of skills.	Administrative Assistant's participation in professional learning activities is limited to those that are convenient or are required.	Administrative Assistant seeks out opportunities for professional learning based on recommended or individual assessment of need.	Administrative Assistant actively seeks out professional learning opportunities based on individual assessment of need and is a resource to others.	
4c: participates in a professional community.	Administrative Assistant's relationships with colleagues are negative or self-serving, and the Administrative Assistant avoids being involved in district events and projects.	Administrative Assistant's relationships with colleagues are cordial, and the Administrative Assistant participates in district events and projects when specifically requested.	Administrative Assistant participates actively in district events and projects and maintains positive and productive relationships with colleagues.	Administrative Assistant makes a substantial contribution to district events and projects and assumes a leadership role with colleagues.	
4d: collaborates with other Administrative Assistants.	Administrative Assistant rarely collaborates with other Administrative Assistants when the job requires.	Administrative Assistant needs support to collaborate with other Administrative Assistants when the job requires.	Administrative Assistant consistently and effectively collaborates with other Administrative Assistants when the job requires.	Administrative Assistant consistently and effectively collaborates with other Administrative Assistants when the job requires and is a resource to others.	
4e: demonstrates interest in the welfare of	Administrative Assistant rarely considers the welfare of children and families.	Administrative Assistant needs support to consider the welfare of children and families.	Administrative Assistant consistently considers the welfare of children and families.	Administrative Assistant consistently considers the welfare of children and families and is an exemplar to others.	



Administrative Assistant Performance Evaluation

children and			
families.			
Observations and	or comments explaining	g the ratings:	

Gurnee District 56

Building Administrative Assistant Evaluation Framework

Name:	School Year:
Assignment:	Length of Time in Current Assignment:
Date of Last Evaluation:	Evaluation Completed by:

Ratings:

Excellent - Staff member has consistently and significantly distinguished him/herself on Gurnee School District 56 standards during the period of evaluation.

Proficient - Staff member has demonstrated essential competence on identified Gurnee School District 56 standards during the period of evaluation.

Needs Improvement - Staff member has demonstrated growth, but the level of achievement has not yet reached Gurnee School District 56 standards during the period of evaluation.

Unsatisfactory - Staff member has not demonstrated adequate growth toward achieving Gurnee School District 56 standards during the period of evaluation.

Domain 1: Knowledge, ability, and skills to accurately perform assigned duties

Domain 1. Knowledge, abinty, and skins to accurately perior in assigned duties					
	Level of Performance				
COMPONENT	UNSATISFACTORY	NEEDS	PROFICIENT	EXCELLENT	
		IMPROVEMENT			
1a:	Administrative	Administrative Assistant	Administrative	Administrative	
understands	Assistant rarely	needs support to interact	Assistant interacts in a	Assistant interacts	
that primary	interacts in a	in a customer service-	customer service-	using a cheerful	
responsibility of	customer service-	oriented manner with	oriented manner with	manner with parents,	
all	oriented manner with	parents, administrators,	parents,	administrators,	
administrative	parents,	teachers, and/or fellow	administrators,	teachers, and/or fellow	
assistants is one	administrators,	administrative	teachers, and/or fellow	administrative	
of customer	teachers, and/or	assistants.	administrative	assistants and is a	
service	fellow administrative		assistants.	resource to others.	
	assistants.				
1b: has	Administrative	Administrative Assistant	Administrative	Administrative	
command of all	Assistant lacks the	has the knowledge and	Assistant has the	Assistant has the	
assigned work	knowledge and skills	skills to perform some,	knowledge and skills	knowledge and skills to	
duties and	to perform most	but not all, assigned	to effectively perform	effectively perform all	
responsibilities	assigned duties and	duties and	all assigned duties and	assigned duties and	
	responsibilities.	responsibilities.	responsibilities.	responsibilities and is a	
				resource to others.	
1c: has the	Administrative	Administrative Assistant	Administrative	Administrative	
technical grasp	Assistant lacks the	has the technical ability	Assistant has the	Assistant has the	
of the job while	technical ability to use	to use some, but not all,	technical ability to use	technical ability to use	
using universal	essential job-related	essential job-related	all essential job-related	all essential job-related	



$Building\ Administrative\ Assistant\ Evaluation\ Framework$

software systems.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc.	software systems such as the district financial and student management system, Word, Excel, Keynote, Google, etc., and is a resource to others.
1d: completes assigned duties with accuracy.	Administrative Assistant rarely completes assigned duties with accuracy.	Administrative Assistant needs support to complete assigned duties with accuracy.	Administrative Assistant consistently completes assigned duties with accuracy.	Administrative Assistant consistently completes assigned duties with accuracy and is a resource to others.
1e: maintains required records in a way that can be easily understood by others.	Administrative Assistant rarely maintains records or records are maintained in a way that others cannot understand.	Administrative Assistant needs support to maintain records.	Administrative Assistant maintains accurate records and records are maintained in a way that others can clearly understand.	Administrative Assistant maintains accurate records and records are maintained in a way that others can clearly understand and the Administrative Assistant is a resource to others.
1f: Demonstrates problem-solving skills	Administrative Assistant rarely demonstrates problem-solving skills.	Administrative Assistant needs support to demonstrate problemsolving skills.	Administrative Assistant regularly demonstrates problem-solving skills.	Administrative Assistant regularly demonstrates problem- solving skills and is a resource to others.
Observations and	or comments evalainin	g the ratings:		

Observations and/or comments explaining the ratings:

Domain 2: Attitude toward job assignments and initiative

Domain 2. Actitude toward job assignments and initiative						
	Level of Performance					
COMPONENT	MPONENT UNSATISFACTORY NEEDS PROFIG		PROFICIENT	EXCELLENT		
		IMPROVEMENT				
2a: is a self-	Administrative	Administrative Assistant	Administrative	Administrative		
starter who	Assistant rarely	needs direction to	Assistant consistently	Assistant consistently		
completes	performs assigned	perform assigned duties	performs assigned	performs assigned		
assigned duties	duties and	and responsibilities.	duties and	duties and		
and	responsibilities		responsibilities with	responsibilities with no		
responsibilities	without consistent		little to no direction.	direction and is an		
without being	direction.			example for others.		
asked.						
2b: has a	Administrative	Administrative Assistant	Administrative	Administrative		
positive	Assistant displays a	occasionally displays a	Assistant consistently	Assistant consistently		
attitude.	negative attitude	negative attitude	displays a positive	displays a positive		
	toward assigned	toward assigned duties	attitude toward	attitude toward		
	duties and/or	and/or colleagues.	assigned duties and/or	assigned duties and/or		
	colleagues.		colleagues.	colleagues and is an		
				example for others.		
2c: contributes	Administrative	Administrative Assistant	Administrative	Administrative		
suggestions for	Assistant rarely	needs support to	Assistant regularly	Assistant regularly		
improvement.	contributes ideas that	contribute ideas that	contributes ideas that	contributes ideas that		
	could lead to	could lead to	could lead to	could lead to		
	improvement in	improvement in	improvement in	improvement in		
	assigned duties and	assigned duties and	assigned duties and	assigned duties and		
	responsibilities.	responsibilities.	responsibilities.	responsibilities and is a		
				resource to others.		

Building Administrative Assistant Evaluation Framework

Administrative Assistant rarely cooperates with co- workers.	Administrative Assistant needs support to cooperate with coworkers.	Administrative Assistant consistently cooperates with co- workers.	Administrative Assistant consistently cooperates with co- workers and helps others to cooperate.
Administrative Assistant rarely treats others with respect.	Administrative Assistant needs support to treat others with respect.	Administrative Assistant consistently treats others with respect.	Administrative Assistant consistently treats others with respect and is an example for others.
Administrative Assistant rarely accepts direction from his/her supervisor, including constructive criticism where applicable. Administrative Assistant rarely assists in locating the person or resources.	Administrative Assistant needs support in accepting direction from his/her supervisor, including constructive criticism where applicable. Administrative Assistant needs support in assisting or locating the person or resources.	Administrative Assistant accepts direction from his/her supervisor, including constructive criticism where applicable. Administrative Assistant assists or locates the person or resources.	Administrative Assistant seeks direction from his/her supervisor, including constructive criticism where applicable and is an example for others. Administrative Assistant seeks opportunities to assist or locate people or resources and is an example to others.
Administrative Assistant rarely demonstrates initiative to assist co- workers.	Administrative Assistant needs support to demonstrate initiative to assist co-workers.	Administrative Assistant regularly demonstrates initiative to assist co- workers.	Administrative Assistant regularly demonstrates initiative to assist co-workers and is an example for others.
	Assistant rarely cooperates with coworkers. Administrative Assistant rarely treats others with respect. Administrative Assistant rarely accepts direction from his/her supervisor, including constructive criticism where applicable. Administrative Assistant rarely assists in locating the person or resources. Administrative Assistant rarely demonstrates initiative to assist coworkers.	Administrative Assistant rarely accepts direction from his/her supervisor, including constructive criticism where applicable. Administrative Assistant rarely assists in locating the person or resources. Administrative Assistant rarely demonstrates initiative to assist co- needs support to cooperate with co- workers. Administrative Assistant needs support to treat others with respect. Administrative Assistant needs support in accepting direction from his/her supervisor, including constructive criticism where applicable. Administrative Assistant needs support in assisting or locating the person or resources. Administrative Assistant needs support to demonstrate initiative to assist co-workers.	Assistant rarely cooperates with coworkers. Administrative Assistant rarely treats others with respect. Administrative Assistant needs support to treat others with respect. Administrative Assistant rarely accepts direction from his/her supervisor, including constructive criticism where applicable. Administrative Assistant rarely assists in locating the person or resources. Administrative Assistant needs support in accepting direction from his/her supervisor, including constructive criticism where applicable. Administrative Assistant needs support in assisting or locating the person or resources. Administrative Assistant needs support in assisting or locating the person or resources. Administrative Assistant needs support to demonstrates initiative to assist co-workers. Administrative Assistant needs support to demonstrate initiative to assist co-workers.

Domain 3: Dependability, Communication, and Organization

Domain 3. Dependabiney, communication, and organization					
Level of Performance					
COMPONENT	UNSATISFACTORY	NEEDS	PROFICIENT	EXCELLENT	
		IMPROVEMENT			
3a: is punctual,	Administrative	Administrative Assistant	Administrative	Administrative	
reliable, and has	Assistant rarely	needs support to	Assistant consistently	Assistant consistently	
good attendance	demonstrates	demonstrate	and effectively	and effectively	
habits.	responsible behaviors	responsible behaviors	demonstrates	demonstrates	
	toward attendance,	toward attendance,	responsible behaviors	responsible behaviors	
	work schedule, and	work schedule, and	toward attendance,	toward attendance,	
	timeliness.	timeliness.	work schedule, and	work schedule, and	
			timeliness.	timeliness and is an	
				example for others.	
3b: completes	Administrative	Administrative Assistant	Administrative	Administrative	
his/her work	Assistant rarely	needs support to	Assistant completes	Assistant consistently	
including	completes work by	complete work by	work by agreed upon	completes work by	
emails, calls,	agreed upon deadlines.	agreed upon deadlines.	deadlines.	agreed upon deadlines	



$Building\ Administrative\ Assistant\ Evaluation\ Framework$

and requests in a timely				and is an example for others.
manner.				
3c: effectively	Administrative	Administrative Assistant	Administrative	Administrative
communicates	Assistant rarely	needs support to	Assistant	Assistant communicates
with parents,	communicates	communicate effectively	communicates	in a welcoming and
administrators,	effectively with	with parents,	effectively with	cheerful manner with
teachers, and/or	parents,	administrators,	parents,	parents, administrators
co-workers.	administrators,	teachers, and/or co-	administrators,	teachers, and/or co-
	teachers, and/or co-	workers.	teachers, and/or co-	workers and is a
	workers.		workers.	resource and example
				for others.
3d: effectively	Administrative	Administrative Assistant	Administrative	Administrative
organizes the	Assistant rarely	needs support to	Assistant organizes	Assistant organizes
physical	organizes his/her	organize his/her	his/her workspace	his/her workspace
workspace.	workspace effectively.	workspace effectively.	effectively.	effectively and is an example for others.

Domain 4: Professionalism

Domain 4: Professionalism						
	Level of Performance					
COMPONENT	UNSATISFACTORY	NEEDS IMPROVEMENT	PROFICIENT	EXCELLENT		
4a: demonstrates professionalism, including integrity, ethics, and confidentiality	Administrative Assistant displays dishonesty in interactions with others and violates norms of confidentiality.	Administrative Assistant is honest in interactions with others and respects norms of confidentiality.	Administrative Assistant displays high standards of honesty and integrity in interactions with others and respects norms of confidentiality.	Administrative Assistant can be counted on to hold the highest standards of honesty and integrity and takes a leadership role with others in respecting the norms of confidentiality.		
4b: engages in professional learning.	Administrative Assistant rarely participates in professional learning activities, even when such activities are clearly needed for the enhancement of skills.	Administrative Assistant's participation in professional learning activities is limited to those that are convenient or are required.	Administrative Assistant seeks out opportunities for professional learning based on recommended or individual assessment of need.	Administrative Assistant actively seeks out professional learning opportunities based on individual assessment of need and is a resource to others.		
4c: participates in a professional community.	Administrative Assistant's relationships with colleagues are negative or self-serving, and the Administrative Assistant avoids being	Administrative Assistant's relationships with colleagues are cordial, and the Administrative Assistant participates in district	Administrative Assistant participates actively in district events and projects and maintains positive and productive relationships with colleagues.	Administrative Assistant makes a substantial contribution to district events and projects and assumes a leadership role with colleagues.		



$Building\ Administrative\ Assistant\ Evaluation\ Framework$

	involved in district events and projects.	events and projects when specifically requested.		
4e: collaborates with other Administrative Assistants.	Administrative Assistant rarely collaborates with other Administrative Assistants when the job requires.	Administrative Assistant needs support to collaborates with other Administrative Assistants when the job requires.	Administrative Assistant consistently and effectively collaborates with other Administrative Assistants when the job requires.	Administrative Assistant consistently and effectively collaborates with other Administrative Assistants when the job requires and is a resource to others
4f: demonstrates interest in the welfare of children and families.	Administrative Assistant rarely considers the welfare of children and families.	Administrative Assistant needs support to consider the welfare of children and families.	Administrative Assistant consistently considers the welfare of children and families.	Administrative Assistant consistently considers the welfare of children and families and is an example for others.

Gurnee School District 56

Non-Certified Performance Evaluation Form

Name:		 Positi	on:	
School Year:	Years in District:	 Buildi	ng/Sit	e:
Areas of Competency				Comments Comments are encouraged for

Areas of Competency	Improvement Needed	Good	Outstanding	Comments Comments are encouraged for any rating, but are required for "Improvement Needed"
Quality of work. Accuracy, completeness, thoroughness, neatness				
Quantity of work: Amount of work done				
Knowledge: Knowledge of methods, materials, objectives, and other fundamental information skills needed to fulfill responsibilities				
Adaptability: Ability to learn and perform as circumstances change and during emergencies				
Ability to grasp detail and to comprehend the difference between what is important and what is trivial				
Work Habits: Organization of work, time tending to tasks, productive use of equipment, safety, industry, and responsiveness				
Relationships: Ability to interact positively with other employees and the public				
Dependability: Degree to which he/she can be relied upon to do the job without close supervision, is punctual, and can be trusted to attend to job responsibilities				
Attitude: Interest in work, willingness to satisfy requirements and to accept suggestions, to be loyal to the organization, and to engage in ethical conduct				
Judgment: Soundness of decisions and application of logic and common sense				

Comments by evaluator:		
Comments by employee:		
Future professional goals:		
Date of conference:		
Signatures:		
Employee		Evaluator
Date		Date
Signature indicates that the evaluation agreement with the contents	ion has been read and discu	ssed but does not necessarily indicate
Copies: Employee	Evaluator	Employee's personnel file