

New York State Teacher Center Standards Management Rubric

Please rate the degree to which each of the criteria relates to your Center by circling the appropriate level below. In the space for “evidence”, provide examples to illustrate your rating. Indicate the next steps your Center might take to move to the next level.

Criteria	exemplary	proficient	developing	emerging
<p>1. Establish and maintain a professional working environment with appropriate resources.</p>	<p>Location & physical environment is ideal with all resources current, appropriate and well organized.</p>	<p>Location & physical environment is efficient with most resources current, appropriate and well organized.</p>	<p>Location & physical environment is acceptable with a few resources current, appropriate and organized.</p>	<p>Location & physical environment needs improvement. Resources are neither current, nor appropriate and disorganized.</p>
<p>Possible Evidence:</p> <p>Has an office with an updated computer with fast Internet access, phone, file cabinets, printer, copier, fax, and mail service.</p>	<p>Your Evidence: What led you to your above assessment? Please, provide examples to support and illustrate your thinking.</p> <p>Next Steps: How do you propose to move to the next level? What steps might your Center take?</p>			

Criteria	exemplary	proficient	developing	emerging
<p>2. Employ a variety of communication strategies to ensure the full participation of constituents.</p>	<p>Center utilizes a wide variety of communication strategies.</p>	<p>Center utilizes several communication strategies.</p>	<p>Center utilizes a one or two communication strategies.</p>	<p>Center does not utilize neither effective nor efficient communication strategies.</p>
<p>Possible Evidence:</p> <ul style="list-style-type: none"> • Email • Established building representatives • Developed a relationship with Public Relations Person • electronic calenders, newsletters, • website, • videoconference, • other current technologies supported by NYS Teacher Centers • school visits • faculty meeting presentations • Catalog of offerings 	<p>Your Evidence: What led you to your above assessment? Please, provide examples to support and illustrate your thinking.</p> <p>Next Steps: How do you propose to move to the next level? What steps might your Center take?</p>			

Criteria	exemplary	proficient	developing	emerging
3. Maintain electronic communication facilities linking individual Centers and the statewide network.	The Center uses CAUCUS more than 3 times a week and acts upon postings in a timely fashion.	The Center uses CAUCUS at least 3 times a week and most of the time acts upon postings in a timely fashion.	The Center uses CAUCUS at least once a week and acts upon postings a few times.	The Center does not maintain electronic facilities by utilizing CAUCUS.
<p>Possible Evidence:</p> <p>Hooked-up and on-line with caucus</p>	<p>Your Evidence: What led you to your above assessment? Please, provide examples to support and illustrate your thinking.</p> <p>Next Steps: How do you propose to move to the next level? What steps might your Center take?</p>			

Criteria	exemplary	proficient	developing	emerging
<p>4. Establish and maintain sound fiscal policies and practices.</p>	<p>Center establishes and maintains sound fiscal policies and practices by utilizing accurate tracking.</p>	<p>Center establishes and maintains sound fiscal policies and practices by utilizing accurate tracking most of the time.</p>	<p>Center establishes sound fiscal policies and practices but they are not always followed or tracked.</p>	<p>Center does not establish and maintain sound fiscal policies and practices. Center does not utilize tracking reports at meetings.</p>
<p>Possible Evidence:</p> <p>Policy Board adopts an annual budget; reviews and approves any modifications; and reviews budget reports at regular meetings.</p> <p>Relationship with business person of LEA</p> <p>Has fiscal forms and knows due dates</p> <p>Has a system for collecting data for the EOY report</p>	<p>Your Evidence: What led you to your above assessment? Please, provide examples to support and illustrate your thinking.</p> <p>Next Steps: How do you propose to move to the next level? What steps might your Center take?</p>			

Criteria	exemplary	proficient	developing	emerging
<p>5. Seek resources in addition to New York State funding.</p>	<p>Center actively seeks resources in addition to New York State funding and is highly successful in getting them.</p>	<p>Center seeks resources in addition to New York State funding and is often successful in getting them.</p>	<p>Center participates in programs which provide resources in addition to New York State funding</p>	<p>Center does not seek resources in addition to New York State funding.</p>
<p>Possible Evidence:</p> <p>In-kind relationship with LEA</p> <p>Participating districts contribute funds</p> <p>Awarded other grants, ie. SARA grant</p>	<p>Your Evidence: What led you to your above assessment? Please, provide examples to support and illustrate your thinking.</p> <p>Next Steps: How do you propose to move to the next level? What steps might your Center take?</p>			

<p>6. Comply with New York State records and management regulation and guidelines. (SARA)</p>	<p>Center always complies with NYS records and management regulations and guidelines. Budget and grant applications are kept secured.</p>	<p>Center complies with most of the NYS records and management regulations and guidelines.</p>	<p>Center complies with a few of the NYS records and management regulations and guidelines.</p>	<p>Center does not comply with the NYS records and management regulations and guidelines.</p>
<p>Possible Evidence:</p> <p>Familiar with SARA guidelines and has them on file</p>	<p>Your Evidence: What led you to your above assessment? Please, provide examples to support and illustrate your thinking.</p> <p>Next Steps: How do you propose to move to the next level? What steps might your Center take?</p>			

<p>7. Provide required documentation to the NYS Ed. Dept.</p>	<p>Center provides all required documentation to the NYS Ed. Dept. in a timely fashion</p>	<p>Center provides most of the required documentation in a timely fashion to the NYS Ed. Dept.</p>	<p>Center provides a few of the required documentation in a timely fashion to the NYS Ed. Dept.</p>	<p>Center does not provide the required documentation to the NYS Ed. Dept..</p>
<p>Possible Evidence:</p> <p>Copy of reporting requirements on file</p> <p>Program Plan, Proposed Budget & End of the Year Documentation are always submitted on time</p>	<p>Your Evidence: What led you to your above assessment? Please, provide examples to support and illustrate your thinking.</p> <p>Next Steps: How do you propose to move to the next level? What steps might your Center take?</p>			

<p>8. Operate in accordance with Ed. Law 316.</p>	<p>Center operates in accordance with NY State Ed. Law 316.</p> <p>Center has representation and active participation from all constituencies.</p>	<p>Center operates in accordance with NY State Ed. Law 316.</p> <p>Center seeks representation from all constituencies and has participation from a majority of members.</p>	<p>Center operates in accordance with NY State Ed. Law 316.</p> <p>Center makes some effort to have representation from all constituencies. Has minimal participation from members.</p>	<p>Center does not operate in accordance with NY State Ed. Law 316.</p> <p>Center makes no attempt to have representation from all constituencies. Only a few members participate.</p>
<p>Possible Evidence:</p>	<p>Your Evidence: What led you to your above assessment? Please, provide examples to support and illustrate your thinking.</p> <p>Next Steps: How do you propose to move to the next level? What steps might your Center take?</p>			