

EXCELLENCE IN TEACHING

AREA V: COLLABORATION & PROFESSIONALISM

Characteristic V (c): Communicates effectively with all members of the community.

Professional Understanding: Clear communication is an essential component of student achievement of outcomes, the successful operation of the school, and fostering community.

TEACHER BEHAVIOR	DESCRIPTION	Outstanding	Successful	Professional Development Recommended
Promptly and Courteously Answers Messages	<i>Answers mail, voice mail, e-mail, in a timely, courteous manner.</i>	The teacher always responds to messages in a professional manner.	Usually responds professionally to messages.	Checks messages infrequently, or often does not respond in a professional manner.
Keeps Students and Parents Informed	<i>Posts assignments and course outcomes on a website or "The Homework Site" and provides appropriate and timely feedback.</i>	Always keeps students and parents informed.	Usually keeps students and parents informed.	Is not consistent in keeping students and parents informed.
Follows Proper Channels	<i>Effective teachers work within established procedures with counselors, administrators, campus ministers, moderators, and coaches to ensure student achievement of graduation outcomes.</i>	The teacher always works with appropriate personnel to help solve problems and to provide greater support for students.	Often seeks out appropriate personnel; often follows up to provide greater support for students.	Seldom seeks out other school personnel for help or support in dealing with students.
Respects Confidentiality	<i>Successful learning takes place in an environment of mutual respect and confidentiality, where student information is shared according to established standards.</i>	The teacher shares confidential information only with the appropriate personnel.	Usually shares confidential information with only appropriate personnel.	Does not respect the confidentiality of students or colleagues.
Promotes Ignatian Vision	<i>The successful teacher understands and appreciates the culture of the school, is an integral part of the culture, and feels personally responsible for the healthy promotion of the culture among students, faculty, and parents.</i>	Considers herself or himself to be an integral member of the community; uses every opportunity to promote the Ignatian vision of the school.	Is familiar with the Ignatian culture of the school, and uses opportunities that arise in class to promote this vision.	Does not feel it is his or her duty to promote the Ignatian vision of the school.