

## **Professional Growth Rubric Nurse**

The nurse professional growth rubrics are organized around seven areas of a nurse's job performance. These seven areas are:

- I. Planning and Preparing**
- II. Delivery of Service**
- III. Building Relationships with Students**
- IV. Health Service Management**
- V. Monitoring, Assessment, and Follow-Up**
- VI. Family and Community Outreach**
- VII. Professional Responsibilities**

The rubrics are designed to give nurses an assessment of where they stand in all performance areas with detailed guidance on what is expected to improve.

There are four levels of the nurse professional growth rubrics. The *Proficient* level describes solid professional performance. This level is the expected level of performance for nurses. The *Distinguished* level is reserved for truly outstanding teaching as described by the very demanding criteria of the area. This level may have relatively few scores. The *Professional Support Needed* level indicates that performance has deficiencies and nurses and principals should not be content with scores at this level. Performance at the *Does Not Meet Standard* level is unacceptable and needs to be remediated immediately.

The professional growth summary conference between the principal/supervisor and the nurse can be greatly enhanced when each fills out the rubrics in advance (using the highlighter approach below). Once each has filled out the rubrics, they should meet and compare scores one page at a time. The principal/supervisor has the final say, but the discussion should aim for consensus based on evidence of the fairest score for each criterion. Principals/supervisors cannot know everything about all rubric areas and must approach this with some humility while teachers must be open to feedback from someone with an outside perspective.

Using the highlighter approach, it is important to consider each of the seven criteria individually. Then, the nurse and principal/supervisor move up and down the four levels (reading the descriptions for items at Distinguished, Proficient, Professional Support Needed, and Does Not Meet Standards level). Each finds the specific descriptor level that best describes the performances, and highlights the line. This creates a graphic display of overall performance, areas for commendation, and areas that need work. The back page of the rubric will be completed together and put into the employee's file.

It is important that the principals/supervisors help nurses to continue to grow in their positions by giving candid, evidence-based feedback, and follow-up support. It is also important that nurses score themselves candidly and honestly. Working together can bring about professional growth and ultimately impact student achievement.

# I. Planning and Preparing

The nurse:

## 4 – Distinguished

- a. Exemplifies leadership by promptly and efficiently planning and conducting health service objectives.
- b. Demonstrates broad knowledge of subject area.
- c. Displays extensive knowledge of appropriate characteristics of child development.
- d. Plans the year for students that is directly aligned with meeting the completion of screening standards and assessments.
- e. Utilizes formative and summative assessments to closely monitor students' health and wellness status.
- f. Ensures an inventory of equipment and supplies needed to provide service to students.

## 3 – Proficient

- a. Provides leadership for planning and conducting health service objectives.
- b. Knows subject matter well.
- c. Demonstrates an understanding of appropriate child development characteristics.
- d. Plans the year for students to meet screening standards and prepare for assessments.
- e. Uses formative and summative assessments to measure students' health and wellness status.
- f. Maintains an inventory of equipment and supplies needed to provide services to students.

## 2 – Professional Support Needed

- a. Possesses basic leadership skills in planning and conducting health service objectives.
- b. Is somewhat familiar with subject matter.
- c. Has narrow understanding of appropriate child development characteristics.
- d. Plans year for students to meet various screening standards with minimal preparation for assessments.
- e. Occasionally utilizes formative and summative assessments to measure students' health and wellness.
- f. Has difficulty maintaining an inventory of equipment and supplies needed to provide services to students.

## 1 – Does Not Meet Standard

- a. Has little to no knowledge of the content area.
- b. Has little familiarity with the subject matter.
- c. Has little or no understanding of appropriate child development characteristics.
- d. Does not plan year for students to meet screening standards with no preparation for assessments.
- e. Does not utilize formative and summative assessments to measure students' health and wellness.
- f. Does not maintain and adequate inventory of equipment and supplies needed to provide services to students.

Overall rating: \_\_\_ Comments:

## II. Delivery of Service

The nurse:

### 4 - Distinguished

- a. Promotes focusing on prevention of illness, disabilities, and early detection and correction of health problems.
- b. Encourages communication with student and staff in regards to health needs.
- c. Always eager and prepared to adjust schedule as needed to meet students' needs.
- d. Promotes and provides educational health instruction within classrooms as needed.
- e. Ensures that all students at appropriate grade levels are provided with health screenings.
- f. Creates highly effective communication to serve as a liaison between school and community health, social service agencies and medical field.

### 3 – Proficient

- a. Focuses on prevention of illness, disabilities, early detection and correction of health problems.
- b. Communicates with students and staff about health needs.
- c. Adjusts schedule as needed to meet students' needs.
- d. Provides health instruction within classrooms as needed.
- e. Provides and/or coordinates health screenings for appropriate grade levels.
- f. Serves as a liaison between school and community health, social service agencies and the medical profession.

### 2 – Professional Support Needed

- a. Occasionally focuses on prevention of illness, disabilities, early detection and correction of health problems.
- b. Minimal communication provided with students and staff about health needs.
- c. Sometimes adjusts schedule to meet students' needs.
- d. Occasionally provides health instruction within classrooms.
- e. Occasionally provides and /or coordinates health screenings for appropriate grade levels.
- f. Spends little time serving as a liaison between school and community health, social service agencies and the medical profession.

### 1 – Does Not Meet Standards

- a. Does not focus on prevention of illness, disabilities, early detection and correction of health problems.
- b. Rarely attempts to communicate with students and staff about health issues.
- c. Does not adjust schedule to meet students' needs.
- d. Rarely provides health instruction within the classrooms.
- e. Does not provide and/or coordinate health screenings for appropriate grade levels.
- f. Does not communicate with school and community health, social service agencies and the medical profession.

Overall rating: \_\_\_ Comments:

### III. Building Relationships with Students

The nurse:

#### 4 – Distinguished

- a. Demonstrates genuine caring and respect for individual students.
- b. Builds a comfort level that allows students to communicate needs.
- c. Shows great sensitivity and respect for students' cultures, values, and beliefs.
- d. Always creates an environment that nurtures positive relationships.
- e. Always smiles and uses a friendly tone of voice.
- f. Encourages students to assume an active role in developing and/or maintaining a healthy lifestyle.

#### 3 – Proficient

- a. Is friendly and demonstrates general warmth, caring, and respect.
- b. Usually builds a comfort level that allows students to communicate needs.
- c. Shows respect for students' cultures, values, and beliefs.
- d. Creates an environment that nurtures positive relationships.
- e. Smiles and uses a friendly tone of voice.
- f. Sometimes encourages students to assume an active role in developing and/or maintaining a healthy lifestyle.

#### 2 – Professional Support Needed

- a. Is generally warm and caring, but may reflect occasional inconsistencies, favoritism, or disregard for students.
- b. Seldom builds a comfort level that allows students to communicate needs.
- c. Tries to be sensitive to students' cultures, values, and beliefs, but sometimes fails.
- d. Appears unconcerned about creating an environment that nurtures positive relationships.
- e. Occasionally smiles and may use monotone voice.
- f. Rarely encourages students to assume an active role in developing and/or maintaining a healthy lifestyle.

#### 1 – Does Not Meet Standard

- a. Interacts negatively, sarcastically, or inappropriately with students.
- b. Does not build a comfort level that allows children to communicate needs.
- c. Is often insensitive to students' cultures, values, and beliefs.
- d. Creates an environment that is negative or threatening.
- e. Does not smile; uses a sarcastic tone of voice.
- f. Does not encourage students to assume an active role in developing and/or maintaining a healthy lifestyle.

Overall rating:\_\_\_ Comments:

## IV. Health Service Management

The nurse:

### 4 – Distinguished

- a. Regularly and meticulously coordinates maintenance of student health records.
- b. Continuously complies with state requirements by coordinating health physicals and auditing immunization records.
- c. Continually educates staff members about health issues throughout the district; provides maximum training as needed.
- d. Continuously administers and supervises dispensing of medication, treatment(s), and procedures as directed by physicians/parents.
- e. Consistently works with food services to ensure assistance to students who have special dietary needs.
- f. Ensures a healthy and safe environment by encouraging healthy habits to promote wellness among students and staff.

### 3 – Proficient

- a. Coordinates maintenance of student health records.
- b. Complies with state requirements by coordinating health physicals and auditing immunization records.
- c. Educates staff members about health issues throughout the District; provides specific training as needed.
- d. Administers and supervises dispensing of medication, treatment(s), and procedures as directed by students' physicians or parents.
- e. Works with food services to assist students who have special dietary needs.
- f. Creates a healthy and safe environment designed to promote wellness among staff and students.

### 2 – Professional Support Needed

- a. Usually maintains student health records.
- b. Inconsistently complies with state requirements by coordinating health physicals and occasionally auditing immunization records.
- c. Makes a limited effort to educate staff members about health issues throughout the District; attempts to provide specific training.
- d. Inconsistently administers & supervises dispensing of meds, treatment(s), and procedures as directed by students' physician/parents.
- e. Spends little time working with food services to assist students who have special dietary needs.
- f. Makes an effort to create a healthy and safe environment for students and staff.

### 1 – Does Not Meet Standard

- a. Does not maintain student health records.
- b. Rarely complies with state requirements and fails to coordinate health physicals or audit immunization records.
- c. Makes no effort to educate staff members about health issues throughout the District; makes no attempts to provide specific training as needed.
- d. Unreliable for administering and supervising dispensing of medication, treatment(s), and procedures as directed by student's physician or parent
- e. Does not work with food services to assist students who have special dietary needs.
- f. Does not focus on health and safety for students and staff.

Overall rating: \_\_\_ Comments:

## V. Monitoring, Assessment, and Follow-Up

The nurse:

### 4 – Distinguished

- a. Uses a variety of high quality assessments to evaluate and monitor students' health needs.
- b. Regularly updates, compiles & revises printed health services materials & forms including individual & permanent health records
- c. Promptly coordinates the collection of health data in a timely manner that is necessary for student evaluation and assistance.
- d. Continually monitors student accidents; assists in development of high quality safety programs for students and staff.
- e. Consistently assists in the placement and programming of students with special health needs.
- f. Independently and efficiently follows up with health services requested or needed.

### 3 – Proficient

- a. Uses a variety of assessments to evaluate and monitor students' health needs.
- b. Compiles and revises printed health services materials and forms including individual and permanent health records.
- c. Coordinates the collection of health data necessary for student evaluation and assistance.
- d. Monitors student accidents; assists in development of safety programs for students and staff.
- e. Frequently assists in the placement and programming of students with special health needs.
- f. Follows up with health services requested or needed.

### 2 – Professional Support Needed

- a. Occasionally uses assessments to evaluate and monitor students' health needs.
- b. Infrequently revises and compiles health services materials and forms.
- c. Inconsistently collects health data necessary for student evaluations and assistance.
- d. Inconsistently monitors student accidents; rarely assists in development of student and staff safety programs.
- e. Occasionally assists in placement and programming of students with special health needs.
- f. Usually follows up with health services requested or needed.

### 1 – Does Not Meet Standard

- a. Fails to use assessments to evaluate and monitor students' health needs.
- b. Does not revise or compile health services materials and forms.
- c. Occasionally collects health data necessary for student evaluations and assistance.
- d. Does not monitor student accidents; does not assist in development of student and staff safety programs.
- e. Does not assist in placement and programming of students with special health needs.
- f. Does not follow up with health services requested or needed.

Overall rating: \_\_\_ Comments:

# VI. Family and Community Outreach

The nurse:

## 4 – Distinguished

- a. Shows great sensitivity and respect for family and community cultures, values, and beliefs.
- b. Shares with each parent information about their child and a strong belief he/she will reach goals.
- c. Makes sure parents hear positive news about their child first, and immediately flags any problems.
- d. Deals immediately and successfully with parents' concerns; makes parents feel welcome any time.
- e. Is successful in communicating and working with all parents, including those who are hard to reach.
- f. Successfully reaches out to community to meet needs of all students.

## 3 – Proficient

- a. Communicates respectfully with parents; is sensitive to different families' culture and values and beliefs.
- b. Show parents a genuine interest in each child's health status throughout the school year.
- c. Promptly informs parents of behavior and health issues and updates them on assessment findings.
- d. Responds promptly and effectively to parents' concerns; makes them feel welcome/comfortable.
- e. Communicates with parents about student health concerns & screening results & is tenacious in contacting hard to reach parents.

## 2 – Professional Support Needed

- a. Tries to be sensitive to the cultures and beliefs of students' families, but sometimes is indifferent.
- b. Tells parents that he or she cares about their child, but does not share expectations.
- c. Lets parents know about problems their child is having, but rarely mentions positive news.
- d. Is slow to respond to some parent concerns; may give off an unwelcoming perception.
- e. Tries to communicate with parents, but generally only engages with parents at IEP meetings.
- f. Asks community to contribute extra resources, but does not follow up.

## 1 – Does Not Meet Standard

- a. Is often insensitive to the cultures and beliefs of students' families.
- b. Does not communicate with parents or share concerns about their child('s) health.
- c. Seldom informs parents of concerns or positive news about their child.
- d. Does not respond to parent concerns; makes parents feel unwelcome to discuss health issues.
- e. Rarely, if ever, tries to communicate with parents in regards to concerns of child.
- f. Does not reach out for extra support from parents or the community.

Overall rating:\_\_\_ Comments:

## VII. Professional Responsibilities

The nurse:

### 4 – Distinguished

- a. Ensures completion of training and supervision of medication dispensing among paraprofessionals and other staff members.
- b. Presents oneself as a consummate professional; always observes appropriate boundaries.
- c. Is ethical, honest, and above-board, using impeccable judgment; respects confidentiality.
- d. Is an important member of staff teams and committees; frequently attends school activities.
- e. Frequently contributes valuable ideas and expertise to promote the school's mission and District goals.
- f. Informs the administration of any concerns; reaches out for help and suggestions when needed.

### 3 – Proficient

- a. Trains and supervises staff members in the dispensing of medications.
- b. Demonstrates professional demeanor and dress and maintains appropriate boundaries.
- c. Is ethical, honest, and above board; uses good judgment and maintains confidentiality with student records.
- d. Shares responsibilities for school activities; volunteers to serve on committees.
- e. Is a positive team player and contributes ideas, expertise, and time to the mission of school and District goals.
- f. Keeps the administration informed about concerns and asks for help when needed.

### 2 - Professional Support Needed

- a. Occasionally completes training and supervision of medication dispensing among paraprofessionals and other staff members.
- b. Occasionally acts and/or dresses in a unprofessional manner and/or violates boundaries.
- c. Sometimes uses poor judgment, is less than completely honest, and/or discloses student information.
- d. Will serve on a committee or attend a school activity when asked to do so.
- e. Occasionally suggests an idea aimed at improving the school.
- f. Is reluctant to share concerns with the administration or ask for help.

### 1 – Does Not Meet Standard

- a. Does not train and supervise medication dispensing among paraprofessionals and other staff members.
- b. Frequently acts and/or dresses in an unprofessional manner and violates boundaries.
- c. Acts in an ethically questionable manner, uses poor judgment, and/or discloses student information.
- d. Declines invitations to serve on committees or attend school activities.
- e. Rarely, if ever, contributes ideas that might help improve the school.
- f. Bottles up concerns or constantly complains, and is not open to help.

Overall rating: \_\_\_ Comments:

Nurse

Nurse's name \_\_\_\_\_

School year \_\_\_\_\_

School \_\_\_\_\_

Subject area/Grade level \_\_\_\_\_

Evaluator \_\_\_\_\_

Average Ratings on Individual Rubrics:

**I. Planning and Preparing**

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

**II. Delivery of Services**

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

**III. Building Relationships with Students**

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

**IV. Health Service Management**

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

**V. Monitoring, Assessment, and Follow-Up**

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

**VI. Family and Community Outreach**

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

**VII. Professional Responsibilities**

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

Overall Rating:

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

Overall Comments by Principal/Supervisor:

Overall Comments by Nurse:

Principal's/Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Nurses' signature \_\_\_\_\_ Date \_\_\_\_\_

(Nurses' signature indicates he/she has seen and discussed the professional growth summary. It does not necessarily denote agreement with the report.)