

# SAM/District Leader Team Performance Rubric

3 Key Elements	Beginning: 1	Developing: 2	Accomplished: 3	Exemplary: 4
<b>TimeTrack</b>	<ul style="list-style-type: none"> <li>* Scheduling at/above goal in advance</li> <li>* TimeTrack is the primary planning calendar</li> </ul>	<ul style="list-style-type: none"> <li>* Scheduling at/above goal in advance</li> <li>* TimeTrack is the primary planning calendar</li> <li>* Tracking time with principals and colleagues</li> <li>* Tracking time with groups</li> </ul>	<ul style="list-style-type: none"> <li>* Scheduling at/above goal in advance</li> <li>* TimeTrack is the primary planning calendar</li> <li>* Tracking time with principals and colleagues</li> <li>* Tracking time with groups</li> <li>* Clear evidence of follow-up scheduling</li> <li>* Events reconciled</li> </ul>	<ul style="list-style-type: none"> <li>* Scheduling at/above goal in advance</li> <li>* TimeTrack is the primary planning calendar</li> <li>* Tracking time with principals and colleagues</li> <li>* Tracking time with groups</li> <li>* Clear evidence of follow-up scheduling</li> <li>* Events reconciled</li> <li>* Events scheduled aligned with descriptor goals</li> <li>* Office staff uses TimeTrack</li> </ul>
<b>First Responders (FR)</b>	<ul style="list-style-type: none"> <li>* FR sheet with management tasks identified</li> <li>* First Responders identified and trained</li> </ul>	<ul style="list-style-type: none"> <li>* FR sheet with management tasks identified</li> <li>* First Responders identified and trained</li> <li>* Office staff training started</li> </ul>	<ul style="list-style-type: none"> <li>* FR sheet with management tasks identified</li> <li>* First Responders identified and trained</li> <li>* Office staff trained and uses FR</li> </ul>	<ul style="list-style-type: none"> <li>* FR sheet with management tasks identified</li> <li>* First Responders identified and trained</li> <li>* Office staff trained and uses FR</li> <li>* Office staff successfully protects leader's time</li> </ul>
<b>Daily Meeting (DM)</b>	<ul style="list-style-type: none"> <li>* DM Scheduled</li> <li>* DM occurs most days in some form</li> </ul>	<ul style="list-style-type: none"> <li>* DM Scheduled</li> <li>* DM occurs most days in some form</li> <li>* DM includes scheduling follow-up</li> <li>* DM completed within 30 minutes</li> <li>* Some DM include use of charts and graphs</li> </ul>	<ul style="list-style-type: none"> <li>* DM Scheduled</li> <li>* DM occurs every day in some form</li> <li>* DM includes scheduling follow-up</li> <li>* DM completed within 20 minutes</li> <li>* Use of charts and graphs occurs regularly</li> <li>* DM includes reflective questions about principal and colleague impact</li> </ul>	<ul style="list-style-type: none"> <li>* DM Scheduled</li> <li>* DM occurs every day in some form</li> <li>* DM includes scheduling follow-up</li> <li>* DM completed within 20 minutes</li> <li>* DM includes use of charts and graphs</li> <li>* DM includes reflective questions about principal and colleague impact</li> </ul>