

SSPGS Examples of Writing

- C** **Claim**—THE WHAT—Generalized statement that describes the performance criteria that the supervisor/evaluator is writing about.
- E** **Examples/Evidence**—HERE’S WHAT—Data to prove the point; a bulleted list of concrete examples that show what led the supervisor/evaluator to make the statement.
- I** **Impact**—SO WHAT—Statement that points out the value of the impact of the claim; sometimes a statement explaining the connection between evidence and claim.
- J** **Judgment**—NOW WHAT—Indication of where the performance stands in relation to the desired level; statement indicating a rating of or an opinion about the performance.

Examples

Mr. Exemplar-Building Service Worker

Competency: Commitment to Students

- C** Mr. Exemplar supports the overall learning environment to ensure student success.
- E**
- He ensures that classrooms are clean and ready for instruction each morning (Daily Inspections-November 20XX, March 20XX, and September 20XX).
 - He also meets regularly with several students who are struggling socially and academically and was awarded for his dedication (WOW Award, May 20XX).
 - He talks with students in the hallways and encourages them to do their best (Email from teacher, February 2, 20XX, and Observation, October 12, 20XX).
- I** As a result, students are learning in a safe environment and those students who need extra adult assistance are receiving it.
- J** Mr. Exemplar plays an important role in student learning and development.

RATING: Meets competency

Ms. Insensitive-Building Service Assistant Manager
Competency: Commitment to Students

C Ms. Insensitive fails to act with students in mind.

- E**
- She is rude when speaking to students (Email, February 20XX and March 20XX).
 - She regularly hurries students out of her work space without considering their needs (Observation, April 20XX and October 20XX).
 - She has passed students in the hall that are calling out to her for help (Record of Conference, September 20XX).
 - When short on staff, she will fully clean some rooms and not enter others (Daily Inspection Sheets, June 20XX and May 20XX).
 - Although she has tried to be more open and friendly with students, she shouted at several students participating in after-school clubs (Parent Complaints, January 20XX and December 20XX).

I Due to Ms. Insensitive’s attitude, students are reluctant to remain in the building to seek assistance from their teachers or to participate in after-school activities.

J Ms. Insensitive is not committed to students. She exhibits behaviors that drive students away from the school after hours rather than invites them to remain in a caring and comfortable learning environment.

RATING: Does not meet competency

Impact Sentence Stems

Due to...
As a result...
Because of this...
By exhibiting...
Therefore,...

Judgment Sentence Stems

Ms. Sunshine demonstrates...
Mr. Exemplar is...
He needs to focus...
She definitely relates well to others...
Ms. Davis’ organizational skills are...
Overall, Mr. Smith’s ability to understand his duties helps to...