

## Rubric for Consultant PQAS

### Directions:

- Carefully review the module and attachments and use this scoring rubric to evaluate the action plan.
- Read each indicator description carefully. Enter a score of 0 – 2 to the LEFT of the multiplier. The spreadsheet will do the math for you.
- Please use whole number scores only (2, 1, 0).
- Include suggestions on how the applicant can improve the module in the comments section. Please use complete sentences. Suggestions are required for any indicator scored a 0 or 1.

**Module #:** \_\_\_\_\_

**Reviewer Name:** \_\_\_\_\_

<b>Action Plan Content</b>	0	<b>32</b>
<b>Action Plan Organization</b>	0	<b>22</b>
<b>Action Plan Process</b>	0	<b>28</b>
<b>Progress Interaction Log</b>	0	<b>18</b>
<b>Total</b>	<b>0</b>	<b>100</b>

Action Plan Content	2	1	0	Score	
<b>1.a Demonstrates knowledge of Best Practice</b>	Action plan demonstrates a clear knowledge of best practice in the content area – may include: Learning Environment, Health & Safety, Family & Community Partnerships, Leadership & Management		Action plan does not demonstrate knowledge of best practice in the content area	x3	0
<b>1.b Perform initial needs assessment</b>	Action plan uses 1 or more strategies or tools to perform initial needs assessment (ERS, CLASS, reflection, observation, review of documentation, before/after comparison, etc...)		Action plan does not perform initial needs assessment	x3	0
<b>1.c Establishes opportunities to assess practitioner's learning</b>	At least 50% of action steps reflect opportunities to assess the practitioner's learning	25-49% of action steps reflect opportunities to assess the practitioner's learning	Less than 25% of action steps reflect opportunities to assess the practitioner's learning	x3	0
<b>1.d Next steps for program improvement</b>	Action plan clearly specifies steps for program improvement that could be continued after the action plan is complete		Action plan does not specify steps for program improvement that could be continued after the action plan is complete	x2	0
<b>1.e Materials/handouts are labeled, cited, and listed in action plan</b>	All materials/handouts are <b>included, labeled</b> with identifying information, <b>cited</b> in the overview under handouts/tools, <b>and listed</b> on the action plan or progress interaction log	More than half, but not all, of materials/handouts are <b>included, labeled</b> with identifying information, <b>cited</b> in the overview under handouts/tools, <b>and listed</b> on the action plan or progress interaction log	Less than half of materials/handouts are <b>included, labeled</b> with identifying information, <b>cited</b> in the overview under handouts/tools, and <b>listed</b> on the action plan or progress interaction log	x2	0
<b>1.f Materials/handouts support the action plan and are user-friendly</b>	All materials/handouts support the action plan and are user-friendly	More than half, but not all, of materials/handouts support the action plan and are user-friendly	Less than half of materials/handouts support the action plan and are user-friendly	x2	0
<b>1.g Resources reflect current research</b>	75% or more of the resources reflect, current, up-to-date research (with in the last 10 years & hyperlinks must be active)		Less than 75% of resources reflect current, up-to-date research	x1	0

**0 /32**

**Comments:**

- 1.a
- 1.b
- 1.c
- 1.d
- 1.e
- 1.f
- 1.g

Action Plan Organization	2	1	0	Score	
<b>2.a Measurable Goal</b>	The goal is written so that progress can be measured		The goal is written so that progress cannot be measured	x3	0
<b>2.b Time frame allotted for action steps is adequate</b>	The time frame allotted for the action plan is adequate		The time frame allotted for the action plan is not adequate	x1	0
<b>2.c Establishes logical sequence of events/activities</b>	At least 75% of action steps follow a logical sequence and/or there are few skipped or assumed steps	50-75% of action steps follow a logical sequence and/or there are few skipped or assumed steps	Less than 50% of action steps do not follow a logical sequence and/or there are numerous skipped or assumed steps	x3	0
<b>2.d Action steps support goal</b>	All of the action steps support completion of the goal	More than half, but not all, of the action steps support completion of the goal	Less than half of the action steps support completion of the goal	x3	0
<b>2.e Grammar, usage, mechanics, spelling</b>	The action plan <b>and</b> progress interaction are written with 0-1 error(s) in grammar, usage, mechanics, or spelling	The action plan <b>and</b> progress interaction are written with 2-5 errors in grammar, usage, mechanics, or spelling	The action plan <b>and</b> progress interaction are written with 6 or more errors in grammar, usage, mechanics, or spelling	x1	0

0 /22

Comments:

- 2.a
- 2.b
- 2.c
- 2.d
- 2.e

Action Plan Process	2	1	0	Score	
<b>3.a Incorporates methods to measure goal achievement</b>	Action plan includes methods to accurately measure goal achievement, including ERS, CLASS, PAS, observation, work or documentation samples		Action plan does not include methods to accurately measure goal achievement	x3	0
<b>3.b Establishes opportunities for reflective practice</b>	Opportunities for practitioners to engage in reflective practice are clearly present		Opportunities for practitioners to engage in reflective practice are not clearly present in the action plan	x2	0
<b>3.c Incorporates staff in the implementation of the plan</b>	Action plan misses no opportunities for staff to participate in decision making and implementation, (where applicable, if not applicable, score 2)	Action plan reflects missed opportunities for staff to participate in decision making and implementation	Action plan has no opportunities for staff to participate in decision making and implementation	x3	0
<b>3.d Builds relationships with all participants</b>	Action plan includes two or more techniques to assist with relationship building between the consultant and action plan participants (team meetings, conversation, initial meeting, initial introduction, TA role explanation)	Action plan includes one technique to assist with relationship building between the consultant and action plan participants	Action plan does not include any techniques to assist with relationship building between the consultant and action plan participants	x3	0
<b>3.e Includes a variety of learning and communication techniques</b>	Action plan utilizes at least three learning and communication techniques, which could include consultation, coaching, mentoring, demonstration, modeling, video, and PD advising	Action plan utilizes 1-2 variety of learning and communication techniques, which could include consultation, coaching, mentoring, demonstration, modeling, and PD advising	Action plan does not utilize a variety of learning and communication techniques, which could include consultation, coaching, mentoring, demonstration, modeling, and PD advising	x3	0

0 /28

**Comments:**

- 3.a
- 3.b
- 3.c
- 3.d
- 3.e

Progress Interaction Log	2	1	0	Score	
<b>4.a Demonstrates consultant's ability to individualize</b>	Progress Interaction Log demonstrates ability of consultant to individualize based on provider needs		Progress Interaction Log does not demonstrate ability of consultant to individualize based on provider needs	x2	<b>0</b>
<b>4.b Demonstrates consultant engaging in reflective practice</b>	The Reflection demonstrates the consultant engaging in reflective practice in their own work		The Reflection does not demonstrate engaging in reflective practice or the reflection demonstrates inappropriate professional practice	x2	<b>0</b>
<b>4.c Time allotted for the delivery of the session is adequate</b>	Time allotted for the delivery of the session is adequate		Time allotted for the delivery of the session is not adequate	x1	<b>0</b>
<b>4.d Articulates next steps for the program and consultant</b>	Next steps for both the program and consultant will contribute towards achievement of the goal	Next steps for the program or the consultant will contribute towards achievement of the goal	Next steps for both the program and consultant do not contribute towards the goal	x2	<b>0</b>
<b>4.e Captures visit highlights and progress</b>	The Summary of Interaction/Progress clearly captures visit highlights and progress as it relates to the selected action step(s)	The Summary of Interaction/Progress was vague or incomplete as it relates to the selected action step(s)	The Summary of Interaction/Progress does not capture visit highlights and progress as it relates to the selected action step(s)	x2	<b>0</b>

**0 /18**

**Comments:**

- 4.a
- 4.b
- 4.c
- 4.d
- 4.e