

Glossary

Accountability	Accepting responsibility for one's actions
At-Will	A condition of employment defined as allowing termination at any time by either party with or without cause
Benchmark	An indicator used to measure job performance in a given standard
Does Not Meet	Indicates an employee's job performance is not consistent with stated standards and their benchmarks
Exceeds	Indicates an employee's job performance goes above and beyond that which is expected from standards and their benchmarks
In Progress	Indicates an employee's job performance, while not meeting expected standards and their benchmarks, is improving in an acceptable manner toward meeting those standards and their benchmarks
Meets	Indicates an employee's job performance is consistent with the expectations of stated standards and their benchmarks
Post Observation	A meeting between an employee and his/her supervisor (evaluator) following a scheduled observation of said employee's job performance. The date of the conference shall be recorded. The purpose of the conference is to focus on a discussion of the observation and other factors deemed relevant to the licensed employee's performance. The evaluator will share the observed performance indicators and progress in meeting Targeted Benchmarks. The employee will share additional indicators related to his/her overall performance, and present other data relevant to overall performance. Strengths and/or weaknesses will be discussed.
Pre Observation	A meeting between an employee and his/her supervisor (evaluator) held prior to a scheduled observation of said employee's job performance. The date of the conference shall be recorded. The purpose of the conference is to discuss the Targeted Benchmarks and specific objectives to be observed and to provide background information about the lesson/activity to be observed.
Standards	Articulation of concepts and skills expected of all CBOCES employees
Summative	A meeting between an employee and his/her supervisor (evaluator) at the conclusion of the evaluation process to discuss the results of observation(s) that have occurred and the assessed level of performance for the year
Targeted Benchmark	An indicator defining an aspect of a standard which has been designated by the evaluator to be critical to job performance for a given evaluation period. Job performance in such benchmarks demonstrates skill at either the Meets or Exceeds level of proficiency.