

# Download Office Assistant Evaluation Performance Guide

Key Function. Provide leadership, guidance, and consulting services for the Department of the Interior on strategic planning, performance management, and organizational process streamlining to improve operational effectiveness and efficiency, better inform future planning and budget formulation, and ensure transparency and accountability. We help clients achieve program impact by integrating strategic planning, performance monitoring, comprehensive evaluations and research into a continuous learning cycle. This rubric describes teaching practice. It is intended to be used throughout the 5 step evaluation cycle for all teachers, including teachers of whole classrooms, small groups, individual students, or any combination of the above. **TEACHER PERFORMANCE EVALUATION CRITERIA AND DESCRIPTORS** The following criteria and descriptors are designed to let teachers and administrators know what