Domain 4: Professionalism

Elements		NMTEACH 4F: Maintaining accurate records • How efficient and accurate are the teacher's record-keeping systems?
Levels of Performance	Ineffective	The teacher's systems for maintaining both instructional and non-instructional records are either non-existent or in disarray. • Information from records contains errors and causes confusion.
	Minimally Effective	The teacher's systems for maintaining both instructional and non-instructional records are rudimentary and partially successful. • Information from records is mostly accurate and not up to date.
	Effective	The teacher's systems for maintaining both instructional and non-instructional records are efficient and successful. • Information from records is accurate and up to date. • Information is used by teacher to make decisions regarding students.
	Highly Effective	The students contribute to the maintenance of the efficient and successful systems for both instructional and non-instructional records. • Information from records is accurate, up to date, and used constructively by students and teacher.
	Exemplary	The teacher's system is recognized by the school community as efficient and used as a model for other teachers.

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	Minimally Effective	The teacher's systems for maintaining both instructional and non-instructional records are **rudimentary and partially successful.** • Information from records is mostly accurate and not up to date.
	Effective ✓	The teacher's systems for maintaining both instructional and non-instructional records are **efficient and successful**. • Information from records is **accurate and up to date**. • Information is used by teacher to make decisions regarding students.
	Highly Effective	The **students contribute to the maintenance** of the efficient and successful systems for both instructional and non-instructional records. • Information from records is accurate, up to date, and used constructively by students and teacher.
	Exemplary	The teacher's system is **recognized** by the **school community** as efficient and used as a **model for other teachers**.