

MAEA Awards Scoring Rubric

Nominee: _____ **Date Received:** _____

Submitted by: _____ **Program:** _____

- Outstanding Adult Education Teacher**
 (MAEA encourages programs to nominate outstanding teachers regardless of their years of service or experience. A separate award may be considered for teachers who have been teaching in Adult Education for less than five years.)
- Outstanding Adult Education Administrator**
- Outstanding Support Staff** (ie. Administrative Assistants, Clerical staff, Examiners, Coordinators, etc.)
- Special Recognition/ Distinguished Service Award** (For outstanding staff in positions that do not easily fit into the above categories, such as volunteers, advisors, enrichment etc.)

Rate the following corresponding criteria on a scale of 0-4, where 0 is low and 4 is high.

Criteria for Outstanding Adult Education Teacher (1 awarded. A separate award may be given however, for a nominee with < 5 years teaching in Adult Ed.) (These criteria were taken from the MAEA Teacher Re-Certification Project's teacher competencies list.)	
Communicates / Collaborates	0 1 2 3 4
Develops and maintains a knowledge base in adult learning and development	0 1 2 3 4
Organizes instruction based on learners' needs and goals	0 1 2 3 4
Uses a variety of instructional strategies appropriate to the needs of learners	0 1 2 3 4
Manages resources	0 1 2 3 4
Practices continuous monitoring and assessment of learning	0 1 2 3 4
Supports program/organizational requirements and responsibilities	0 1 2 3 4
Notes/Comments:	
SCORE	=

Criteria for Outstanding Adult Education Administrator (1 awarded)	
Communicates/Collaborates	0 1 2 3 4
Develops and maintains a knowledge base in adult learning and development	0 1 2 3 4
Organizes program based on needs of customer / community	0 1 2 3 4
Uses a variety of innovative strategies to meet the needs of learners	0 1 2 3 4
Manages resources	0 1 2 3 4
Practices continuous monitoring and assessment of program quality	0 1 2 3 4
Effectively carries out program/organizational requirements and responsibilities	0 1 2 3 4
Participates in Statewide and/or National leadership activities	0 1 2 3 4
Notes/Comments:	
SCORE	=

Criteria for Outstanding Support Staff (1 awarded)	
Exemplary customer service skills	0 1 2 3 4
Knowledge of adult education practices	0 1 2 3 4
Learner centered	0 1 2 3 4
Years of service	0 1 2 3 4
Special skills (including expertise such as MaineSTARS)	0 1 2 3 4
Management skills relating to resources	0 1 2 3 4
Participation in staff development activities	0 1 2 3 4
Leadership activities	0 1 2 3 4
Activities above and beyond that impact the program	0 1 2 3 4
Notes/Comments:	
SCORE	=

Criteria for Distinguished Service / Special Recognition (1 awarded)	0	1	2	3	4
Length of service	0	1	2	3	4
Understanding of the adult learner	0	1	2	3	4
Impact on program	0	1	2	3	4
Impact on learners	0	1	2	3	4
Leadership activities	0	1	2	3	4
Participation in staff development activities	0	1	2	3	4
Special contribution to program / community	0	1	2	3	4
Notes/Comments:					
	SCORE =				