

An exemplary employee....

Communicates with other employees and constituents (parents, students, board members, etc.) both verbally and in writing:

- Positively and respectfully
- Effectively and often
- In a manner that develops rapport
- In a manner that demonstrates a collaborative and collegial spirit

Embraces Professional Development

- Sharing insights, experiences, and professional development opportunities with colleagues
- Presenting at conferences and professional events
- Actively involved in professional development opportunities on and off campus

Promotes a Positive Work Environment

- Actions build relationships and community
- Garner the respect of their peers
- Track and manage multiple tasks and meet deadlines
- Work independently and produce quality results on schedule
- Work some evenings and weekends, particularly during peak periods
- Ability and willingness to positively express when their perspective differs, engage in civil discourse
- Embraces teamwork, willingness to try new ideas, help colleagues, proactively notice what needs to happen and willingness to step in and help, forward thinking, enjoy problem solving, manage change well, adaptability, flexible, growth mindset
- Sense of humor, don't take yourself too seriously, humility
- Customer service, this is a service industry
- Ability to hold the big picture and larger community within the daily tasks of the job (operate in support of the Strategic Plan)
- Recognition that each of staff member makes an important contribution to the school as a whole
- Understand the importance of presumptive good will when dealing with our colleagues and others
- Practices Empathy: recognizing we are all human

Culture

- Embrace and communicate the [vision](#) of The Miami Valley School, [MVS Immersion Method™](#) (IM), and Social Emotional Learning ([SEL](#))
- Enthusiastically and actively support the school community, its [mission and core values](#)
- Champion inclusivity
- Work to understand and 'live' the MVS culture
- Contribute to the community in other ways whenever possible