

Diocese of Gaylord

Desirable Traits & Behaviors for Catholic School Employees

DESIRABLE TRAITS	UNDESIRABLE TRAITS
1. Excellent Communication Skills 2. Outstanding Job Performance 3. Spiritual 4. Religious	1. Poor Communication 2. Inadequate Job Performance 3. Not Spiritual 4. Not Religious

DESCRIPTORS FOR DESIRABLE TRAITS AND BEHAVIORS			
Communication	Job Performance	Spirituality	Religious
<ul style="list-style-type: none"> • Respectful • Attentive Listener • Positive non-verbal • Appropriate Tone • Caring/Kind/Nice • Organized • Pro-active • Articulate • Helpful 	<ul style="list-style-type: none"> • Focused on Learning • Collaborative • Adaptive • Professional • Promotes Student Achievement • Earned Trust • Exceed Expectations 	<ul style="list-style-type: none"> • Prayerful • Compassionate • Reflective • Empathetic • Humble • Holy • Unworldly • Simple • Peaceful 	<ul style="list-style-type: none"> • Practice Faith • Attend Mass • Worship regularly • Minister/Volunteer • Visible • Leadership • Build Community • Respect Tradition • Devoted/Committed

Composite Traits and Behaviors Communication and Job Performance	
Quadrant I + Great ☺ <u>Communicator</u> + Poor Job ☹ <u>Performance</u>	Quadrant II + Great Job ☺ <u>Performance</u> + Poor ☹ <u>Communicator</u>
Quadrant III + Poor ☹ <u>Communicator</u> + Poor Job ☹ <u>Performance</u>	Quadrant IV + Great Job ☺ <u>Performance</u> <i>and</i> + Great ☺ <u>Communicator</u>

Composite Traits and Behaviors Faith and Church Community	
Quadrant V + Spiritual ☺ + <u>Not Religious</u> ☹	Quadrant VI + Religious ☺ + <u>Not Spiritual</u> ☹
Quadrant VII + <u>Not Spiritual</u> ☹ + <u>Not Religious</u> ☹	Quadrant VIII + Spiritual ☺ <i>and</i> + Religious ☺

❖ All Catholic School Employees are called to seek continual improvement working toward both quadrants IV and VIII. Quadrants III and VII are unacceptable.