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| --- | --- | --- |
| Employee |  | |
| Job Title |  | |
| Date |  | |
| Location |  | |
| Supervisor |  | |
| Evaluation Type | Annual | Probationary |



**RATINGS**

The following scale is used for all ratings in the review.

* **Exceeds expectations** – consistently delivers exceptional results, is a model for others to follow.
* **Meets expectations** – consistently meets expectations in all areas.
* **Needs Improvement** – meets expectations in some areas, but needs training for proficiency.
* **Not applicable** - this does not apply to the current job responsibilities as defined.

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| --- | --- | --- | --- | --- |
| **Maintains a clean classroom by . .** | Exceeds Expectations | Meets Expectations | Needs Improvement | Not applicable |
| Floors: Sweeping , dust/wet mopping, vacuuming. |  |  |  |  |
| Furniture: dusting, wiping down, removing graffiti. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Boards: cleaning presentation/white boards |  |  |  |  |
| Trash: emptying trash receptacles and replacing liners. |  |  |  |  |
| Changing light bulbs that can be safely changed. |  |  |  |  |

Comments:

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| --- | --- | --- | --- | --- |
| **Maintains and keeps outside areas safe by . . .** | Exceeds Expectations | Meets Expectations | Needs Improvement | Not applicable |
| Reporting necessary repairs to supervisor and/or building principal. |  |  |  |  |
| Insuring safety of entryways, walks, and driveways during inclement weather by the timely removal of snow and ice, and the application of sand, deicer or salt as deemed necessary. |  |  |  |  |
| Maintaining clean building entrances and exits, including glass. |  |  |  |  |
| Maintaining grounds if assigned to a site requiring this responsibility. |  |  |  |  |
| Inspecting and reporting safety/repair issues with playground equipment. |  |  |  |  |

Comments:

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| --- | --- | --- | --- | --- |
| **Assist in maintaining building safety and security by . . .** | Exceeds Expectations | Meets Expectations | Needs Improvement | Not applicable |
| Opening the building and making building ready for students and staff. |  |  |  |  |
| Securing and locking all entrances not needed for evening events at the end of the regular school day. |  |  |  |  |
| Securing all entry, classroom, and office doors at the end of the last shift daily. |  |  |  |  |
| Follows classroom/building/District protocols in emergency situations. |  |  |  |  |
| Recognizing and reporting problems, accidents, and equipment or system failures to supervisor/building principal. |  |  |  |  |
| Monitors and ensures building equipment is operational and maintained (or problems reported), including:   * Boiler/furnace; * Filters; * Exit lamps; * Fire extinguishers; * Motors/heating units; * Air conditioners. |  |  |  |  |
| Wears protective equipment and clothing as necessary. |  |  |  |  |
| Maintains custodial equipment and tools in a clean and operational condition. Work station is clean and orderly. |  |  |  |  |

Comments:

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| --- | --- | --- | --- | --- |
| **Maintains clean and safe lavatory facilities and locker rooms by . . .** | Exceeds Expectations | Meets Expectations | Needs Improvement | Not applicable |
| Cleaning and disinfecting walls, floors, and stalls. |  |  |  |  |
| Checking and replacing toilet paper, soap dispensers, and paper towel. |  |  |  |  |
| Cleans and disinfects basins, mirrors, toilets, and urinals. |  |  |  |  |
| Emptying trash regularly. |  |  |  |  |

Comments:

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| --- | --- | --- | --- | --- |
| **Assist lunch staff by . . .** | Exceeds Expectations | Meets Expectations | Needs Improvement | Not applicable |
| Setting up and taking down lunch tables. |  |  |  |  |
| Removing trash. |  |  |  |  |
| Sweeping and scrubbing lunchroom floors. |  |  |  |  |

Comments:

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| --- | --- | --- | --- | --- |
| **Work Habits and Behavior** | Exceeds Expectations | Meets Expectations | Needs Improvement | Not applicable |
| Complies with District Policies, regulations, and procedures. |  |  |  |  |
| Complies with assigned hours of work/schedules, including assigned lunch and break periods. |  |  |  |  |
| Follows District/building protocols for absences. |  |  |  |  |
| Follows classroom/building/District protocols in emergency situations. |  |  |  |  |
| Exhibits appropriate work attire and personal appearance. |  |  |  |  |
| Communicates with professional language. |  |  |  |  |
| Maintains student/staff confidentiality as required. |  |  |  |  |
| Demonstrates a positive working relationship with students and staff. Willingness to respond to requests from staff and supervisors. |  |  |  |  |
| Demonstrates ability to perform tasks with little or no supervision. |  |  |  |  |
| Demonstrates willingness to accept suggestions and/or direction in performance of tasks. |  |  |  |  |
| Exercises independent judgement appropriately. |  |  |  |  |
| Shows initiative in addressing building/facility needs. |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Completes scheduled tasks and works in a timely manner with attention to work quality. |  |  |  |  |
| Consistently coordinates with administrators, supervisors, and staff. |  |  |  |  |

Comments:

Summary:

Training recommendations (opt.)

I acknowledge that this performance evaluation was reviewed by the employee and supervisor on this date. Signature of this document does not imply agreement with evaluation.

# Supervisor Date

Employee Date

## An employee may attach a written rebuttal to his/her evaluation within twenty (20) working days after receipt of his/her copy of the evaluation.

Date evaluation received by HR: by

Position Title

Employee option:

Date employee rebuttal received by HR: by