

Classified Employee Self-Evaluation and Supervisor Evaluation

	Head Custodian	
Employee	Position Title	Date

- 0. Not Applicable or Observed
- 1. Unsatisfactory Performance
- 2. Average Performance

- 3. Expected Performance
- 4. Exceeds Expected Performance

E=Employee
S=Supervisor

E	S	<u>Personal Qualities</u>
		Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
		Communicates & works cooperatively with other members of the staff & public.
		Is neat in appearance and dresses appropriately for the position.
		Maintains confidentiality and honesty in performing assigned tasks.

Category Evaluation

	Employee		Supervisor
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E	S	<u>II. General</u>
		Supervises custodian
		Keeps building & grounds in safe, clean, sanitary & satisfactory condition
		Sweeps classrooms daily & dusts furniture
		Cleans corridors after school each day, and during the day when needed
		Scrubs, hoses down, & disinfects bathroom floors daily
		Cleans all sanitary fixtures & drinking fountains daily
		Keeps floors clean & in a good state of preservation
		Cleans chalkboards at least once a week

		Makes minor building repairs
		Reports major repairs needed promptly
		Reports damage immediately
		Remains on school premises during school hours & authorized non-school hours as needed
		(Opens &) Closes the building each day as required
		Washes windows twice each year, and as needed
		Keeps building & premises neat & clean
		(Raises &) Lowers U.S. flag
		Knowledge of standard practices, methods, tools & equipment of the trade.
		Knowledge of regulations, hazards and safety precautions relating to the trade.
		Follows District policy/handbook
		Uses the computer for a daily check.
		Enters data for all required reports in an accurate & timely manner.
		Other duties as assigned

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E	S	<u>III. Timeliness</u>
		Turns in time sheet as required

		Keeps time sheet current
		Meets deadlines
		Attends meetings as required
		Arrives on time & works scheduled hours

		Manages time properly.
		Notifies the principal in the event of illness
		Informs the principal of problems that need attention

Category Evaluation

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1. I feel I have shown development and growth in my position because: (list classes taken, workshops attended, independent study, etc.)

2. Commendations or areas during the last year for which I would like to be recognized are:

3. List areas of participation and/or accomplishment outside the position responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

Overall Evaluation

	Employee		Supervisor
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Evaluator's Recommendation for:

- Continued Employment
 Plan of Assistance
 Termination

Comments:

Evaluator's Signature

Date

I have read this appraisal of my performance and discussed it with the evaluator.

Employee's Signature

Date

Statement by employee attached. Yes No