

## Custodians Performance Evaluation

### Type of Review:

- Annual performance
- Probationary period performance
- Need for Improvement

### Performance Ratings:

Select the rating which best describes the custodian's level of performance in each standard area and sub-area

- Exemplary (E)  
This rating describes a level of performance which consistently and significantly exceeds acceptable standards of performance. The rating of exemplary indicates the individual's performance exceeds proficient and could serve as a model of practice for others to follow.
- Proficient (P)  
This rating describes a level of performance which fully and consistently meets the acceptable standards of performance. Proficient practice is understood to be fully satisfactory.
- In Need of Improvement (I)  
This rating describes a level of performance which does not fully and/or consistently meet the acceptable standards of performance. In need of improvement practice is below that required for proficiency but is not considered unsatisfactory at this time. Continued improvement is necessary and expected.
- Unsatisfactory (U)  
This rating describes an unacceptable level of performance. Significant improvement is necessary and expected.

### Standard Areas and Descriptions:

#### Standard Area I

##### A. Adherence to Proper Procedures

Evaluate the degree to which an employee follows policies and procedures regarding cleanliness, safety, security, other regulations and adheres to school policies and procedures

##### B. Attendance and Punctuality

Evaluate the degree to which an employee is punctual, observes prescribed work break/meal periods, and has an acceptable overall attendance record

##### C. Performance Traits

Evaluate the employee with regard to completion, attention to detail, organizational skills, originality, and the promptness with which work is completed.

## Custodian Performance Evaluation

### **Standard Area II**

#### A. Initiative and Mindset

Evaluate the degree to which an employee proposes ideas, finds new and better ways of doing things, seeks out and assumes additional duties when necessary, learns from mistakes, and demonstrates effective effort.

#### B. Independence

Evaluate the degree to which an employee performs work with little or no supervision.

#### C. Knowledge

Evaluate the degree to which an employee possess' the practical/technical knowledge required in the position.

#### D. Reliability

Evaluate the degree to which an employee is attentive, follows instructions, and meets deadlines.

### **Standard Area III**

#### A. Communication Skills

Evaluate the employee's ability to use language effectively, ability to express ideas clearly, and to explain concepts to others.

#### B. Interpersonal Skills

Evaluate the employee's welcomeness, cooperativeness, decision-making skills, and ability to handle confrontations.

#### C. Teamwork

Evaluate the employee's ability and willingness to work for and with others

### **Evaluation Process**

Each custodian would receive a rating score in each sub area, an overall rating in each area and a final summary rating from their evaluator.

Any performance area rated as unsatisfactory shall result in the development of a Performance Improvement Plan. The area(s) rated as unsatisfactory shall be assessed after a three (3) month period.

Any performance area rated as in need of improvement in consecutive annual evaluations shall result in the development of a Performance Improvement Plan. The area(s) rated as developing shall be assessed after a six (6) month period.

The evaluator may recommend that the custodian attend workshops to better perform their duties. In such cases, subject to the approval of the Superintendent, the custodian shall attend the workshop.