

**WAKULLA COUNTY SCHOOL BOARD
COMPREHENSIVE ASSESSMENT FORM SUMMARY
SUPPORT PERSONNEL**

Name _____ Position **CUSTODIAN**

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding 100 - 94 Exemplary 93 - 86 Effective 85 - 75 Needs Improvement 74 - 65 Unsatisfactory 64 - 0

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee

Date

Comments of the Evaluator:

Signature of Evaluator

Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL**

CUSTODIAN

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Clean and sanitize restrooms and dressing rooms to include all fixtures, faucets, drain pipes, mirrors, commodes, sinks, urinals, window sills, ledges, air vents, floors and walls daily.
2. Clean windows, window ledges, furniture and equipment in all assigned areas daily.
3. Sweep or vacuum and mop hard surfaces of assigned rooms and corridors daily.
4. Vacuum and spot clean assigned carpeted rooms and hallways daily.
5. Empty and clean trash cans in all assigned areas daily.
6. Assist in maintaining the inventory of custodial supplies, tools and materials for use in the facility.
7. Assist in the supervision of the physical security of the facility as required.
8. Provide emergency clean-up for spills and mishaps throughout the facility.
9. Inspect building lighting fixtures daily.
10. Assist in the operation of the facility HVAC system as required.
11. Assist in setting up facilities for meetings and workshops as required.
12. Perform minor maintenance repairs as assigned.
13. Participate in casualty prevention tests and inspections as required.
14. Patrol facility and grounds to pick up and prevent the accumulation of litter daily.
15. Assist with grounds maintenance as required.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check One) 30 28 26 18 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

16. Communicate effectively with staff and administration.
17. Keep supervisor informed of potential problems or unusual events.
18. Respond to inquiries and concerns in a timely manner.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check One) 16 14 12 6 0

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
CUSTODIAN**

Name _____ Position _____

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 19. Demonstrate initiative in the performance of assigned responsibilities.
- 20. Provide for a safe and secure workplace.
- 21. Model and maintain high ethical standards.
- 22. Follow attendance, punctuality and proper dress rules.
- 23. Maintain confidentiality regarding school matters.
- 24. Maintain positive relationships with staff.
- 25. Participate in workshops and training sessions as required.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

4. SYSTEM SUPPORT

Category Definitions

- 26. Prepare all required reports and maintain all appropriate records.
- 27. Follow all School Board policies and school policies and procedures.
- 28. Exhibit interpersonal skills to work as an effective team member.
- 29. Demonstrate support for the School District and its goals and priorities.
- 30. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

5. WORKSITE SERVICE STANDARDS

Category Definitions

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0