

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

Name _____ Position **OPERATIONS FOREMAN**

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 style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" 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
OPERATIONS FOREMAN**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Assist immediate supervisor with coordinating, supervising and utilizing custodial services available.
2. Perform routine maintenance, custodial and grounds services for safety and appearance, including operation and care of equipment.
3. Assist immediate supervisor in identifying needs relating to custodial, maintenance and safety issues.
4. Provide for the opening and/or securing of the facility as assigned.
5. Assist with lifting or moving of heavy objects.
6. Supervise the disbursement and use of custodial supplies.
7. Assist the custodial staff in utilizing the most effective cleaning techniques.
8. Comply with local laws and procedures for the storage of flammable materials and disposal of trash, rubbish and waste.
9. Conduct periodic inspections of electrical installations as to their safe condition and report to immediate supervisor.
10. Regulate heating and cooling systems to provide temperature appropriate to the season and ensure economical usage of fuel, water and electricity.
11. Assist in monitoring halls, walkways, restrooms and lunchroom areas as required.
12. Serve as shipping and receiving agent for school materials, supplies and equipment.
13. Participate in casualty prevention tests and inspections as required.
14. Provide for the opening and securing of the facilities as assigned.
15. Assist with grounds maintenance as required.
16. Arrange for substitute custodians as needed.
17. Fuel and check / add oil on buses and maintain appropriate records.

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

18. Communicate effectively with staff and administration.
19. Keep the Director informed of potential problems or unusual events.
20. 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
OPERATIONS FOREMAN**

Name _____ Position _____

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 21. Demonstrate initiative in the performance of assigned responsibilities.
- 22. Provide for a safe and secure workplace.
- 23. Model and maintain high ethical standards.
- 24. Follow attendance, punctuality and proper dress rules.
- 25. Maintain confidentiality regarding school matters.
- 26. Maintain positive relationships with staff.
- 27. 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

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