Powell County Schools
Evaluation Form
SCHOOL RESOURCE OFFICER

Name: _____ School Year: _____

SRO EVALUATION PROCESS

Component of Evaluation Process	Evaluatee	Supervisor
Self-Reflection	Completed by August 30th or within 30 days of hire	Reviewed by September 15th or within 15 days of due date for new hires
Professional Growth Plan	Completed by August 30th or within 30 days of hire	Approved by September 15th or within 15 days of due date for new hires
Beginning of the year conference to review self-reflection and PGP, establish goals, and discuss concerns	Conference between evaluatee and supervisor by September 15th or within 15 days of hire for new hires	Conference between evaluatee by September 15th or within 15 days of hire for new hires
Professional Learning/Training	Document throughout the year; best practice to complete required hours prior to summative evaluation but Due June 30th	Review during summative evaluation
Summative Evaluation	To be completed by the supervisor and reviewed with the evaluatee by May 1st	To be completed by the supervisor and reviewed with the evaluatee by May 1st Must be filed with the evaluation coordinator by May 15th

Powell County SRO Self-Reflection

Using the SRO Performance Standards, complete your self-reflection by assessing yourself as satisfactory, improvement needed, or unsatisfactory for each performance standard and identify strengths and areas of growth for each standard.

Due Date: August 30th or within 30 days of hire

Performance Standard	**Standard Description**	**Self-Assessment** (Satisfactory, Needs Improvement, or Unsatisfactory)	**Strengths and areas for growth**
Standard 1 Job Knowledge and Skills	Has the skills and knowledge to perform all tasks required for the position.		
Standard 2 Quality of Performance	Performs all tasks required for the position accurately and efficiently.		
Standard 3 Attendance	Maintains punctuality and good attendance record.		
Standard 4 Interpersonal Relationships	Has good rapport and communication skills with co-workers, students, supervisors, parents, and community members.		

Evaluatee Signature: _____ Date: _____

Powell County SRO Professional Growth Plan

Using your self-reflection, additional data, and consultation with your supervisor, complete your professional growth plan by developing your professional growth goal and identifying the standard aligned to your goal.

Due Date: August 30th or within 30 days of hire

Professional Growth Goal	
Standard(s) Aligned to Professional Growth Goal	

Comments	Evaluatee Comments	Supervisor Comments
Comments for Initial Approval *Completed at Beginning of the Year Conference*		
Comments for End of Year Review *Completed at End of Year Conference*		

Conference	Date	Evaluatee Signature	Supervisor Signature
Beginning of Year Conference			
End of Year Conference			

Powell County SRO Professional Training Log

Document all Professional Training hours to review with your supervisor during the end-of-year conference.

Due Date: June 30th

Best Practice to be completed prior to your Summative Evaluation

Date	Name of Professional Training

Employee Signature: _____ Date: _____

Powell County SRO Summative Evaluation

Using data collected through daily performance, conferences, and other sources of evidence, your supervisor will complete the summative evaluation

Due Date: May 1st

Name: _____ Position: _____

JOB KNOWLEDGE AND SKILLS: ***Has the skills and knowledge to perform all tasks required for the position.***	**S**	**I**	**U**	**N/A**
A. Has necessary knowledge and skills to complete tasks required in current position				
B. Understands and completes all records, reports, and documents required				
C. Has working knowledge of equipment/materials that are necessary for completion of assigned task				
D. Attends all required training and seeks out professional learning opportunities				
QUALITY OF PERFORMANCE: ***Performs all tasks required for the position accurately and efficiently.***	**S**	**I**	**U**	**N/A**
A. Uses discretion with confidential and privileged information				
B. Abides by both police and school policies and procedures.				
C. Performs all necessary and assigned tasks in a responsible, competent, and timely manner.				
D. Performs duties without due or unnecessary assistance from others.				
E. Spends an appropriate amount of time in each building based on the needs and activities of each school.				
F. Improves the perceived and physical safety of the school district.				

ATTENDANCE: ***Maintains punctuality and good attendance record.***	**S**	**I**	**U**	**N/A**
A. Maintains a good attendance record				
B. Reports to work on time and remains at work for the entire scheduled work day				
C. Returns to work from break and/or lunch on time				

INTERPERSONAL RELATIONSHIPS: ***Has good rapport and communication skills with co-workers, students, supervisors, parents, and community members.***	**S**	**I**	**U**	**N/A**
A. Has positive rapport with students, co-workers, and administration				
B. Has positive rapport with parents, community members and other stakeholders				
C. Has good communication skills both written and oral				

Evaluatee Comments:	
Supervisor Comments:	

Recommended for re-employment		**Not recommended for re-employment**	

Evaluatee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The signing of this document does not imply agreement or disagreement with the content of this report. Classified employees have the right to appeal the substance and/or procedure of this summative evaluation within five (5) working days.