



SAFETY SPECIALIST EVALUATION FORM

Name:

Title:

School/Department:

Date:

KEY: 4 Exceeds Expectations 3 Meets Expectations 2 Needs Improvement 1 Unsatisfactory N/A Not applicable

	1	2	3	4	NA
1. Is punctual and reliable in attendance.	☐	☐	☐	☐	☐
2. Assist visitors with directions and secure, proper identification.	☐	☐	☐	☐	☐
3. Performs job responsibilities in an organized, efficient manner.	☐	☐	☐	☐	
4. Patrols and secure school grounds, including hallways, stairwells and other public and unsupervised places To ensure safety and well-being of students and staff.	☐	☐	☐	☐	☐
5. Follows policies and procedures in performing job responsibilities.	☐	☐	☐	☐	
6. Conducts home visits when necessary.	☐	☐	☐	☐	☐
7. Conducts related safety/security and emergency preparedness presentations to staff and students.	☐	☐	☐	☐	☐
8. Handles and responds to work related correspondence, calls, and other communications courteously.	☐	☐	☐	☐	☐
9. Develops and foster relationships with students especially those at risk to insure support.	☐	☐	☐	☐	☐
10. Identifies student conflicts at the earliest possible stage to prevent escalation.	☐	☐	☐	☐	☐
11. Gathers incident reports from witnesses, victims and alleged perpetrators.	☐	☐	☐	☐	☐
12. Protects confidentiality of records and information about staff and students.	☐	☐	☐	☐	☐

	1	2	3	4	N/A
13. Draft reports, record and report any discipline infractions/ Incidents and unauthorized visitors to the school principal And appropriate administrators.	☐	☐	☐	☐	☐
14. Fully embraces security and safety training programs to enhance abilities.	☐	☐	☐	☐	☐
15. Rapidly responds to calls for support throughout all CPS schools.	☐	☐	☐	☐	☐
16. Seeks opportunities for professional growth and development, including enrollment in courses, workshops, and other staff development.	☐	☐	☐	☐	☐

Evaluator's Comments:

Employee's Comments:

(Use additional pages if necessary)

Evaluator Signature:

Date: _____

Employee Signature: _____

Date: _____

(The employee's signature indicates that he/she and the evaluator have discussed this evaluation and does not necessarily indicate agreement with the evaluation)