

North Kitsap School District
 Poulsbo, Washington
PERFORMANCE EVALUATION FOR CAMPUS SECURITY

Employee:

School:

Evaluation Type: Probation Annual Other

Date of Evaluation:

The PSE Collective Bargaining Agreement contains the procedures for evaluating employees.
 New Employees – See Sections 6.1 through 6.3
 Returning Employees – See Sections 3.5 through 3.5.1

*****Any area in which “Area for Growth” or “Does Not Meet Criteria” is indicated must be followed by written comments explaining the deficiency and the procedures recommended for helping the individual become effective through self-improvement.*****

| JOB PERFORMANCE | Exceeds Expectation | Meets Expectation | Area for Growth | Does Not Meet Expectation- Unsatisfactory | N/A |
|--|---------------------|-------------------|-----------------|---|-----|
| Job Knowledge | | | | | |
| Quality of Work – overall <ul style="list-style-type: none"> • Ability to Organize • Accomplishes work on schedule | | | | | |
| Maintains Confidentiality | | | | | |
| Demonstrates good decision making skills | | | | | |
| Ability to complete assignments thoroughly and with minimal supervision | | | | | |
| Flexibility in adapting to new situations, demands and emergencies | | | | | |
| Understands and follows district and building procedures and practices | | | | | |
| Appropriately cares for district property/equipment | | | | | |
| Utilizes materials and equipment effectively | | | | | |
| Evaluator Comments: | | | | | |

| JOB KNOWLEDGE | Exceeds Expectation | Meets Expectation | Area for Growth | Does Not Meet Expectation- Unsatisfactory | N/A |
|--|---------------------|-------------------|-----------------|---|-----|
| Maintains orderly campus and grounds in a calm, efficient manner under the direction of administrative staff | | | | | |
| Supports building administration with security and discipline issues/procedures | | | | | |
| Promotes positive school relations with students, staff, parents and community | | | | | |
| Demonstrates an understanding of procedures for school security and safety | | | | | |
| Displays a working knowledge of policies and procedures regarding campus safety | | | | | |
| Evaluator Comments: | | | | | |

| PERSONAL QUALITIES | Exceeds Expectation | Meets Expectation | Area for Growth | Does Not Meet Expectation- Unsatisfactory | N/A |
|--|---------------------|-------------------|-----------------|---|-----|
| Shows interest and pride in work | | | | | |
| Punctual in terms of job responsibility | | | | | |
| Demonstrates courtesy and tact when dealing with the public, students, and staff | | | | | |
| Dependable in job responsibilities | | | | | |
| Fosters professional/interpersonal relationships | | | | | |
| Appropriate grooming and dress for position | | | | | |
| Evaluator Comments: | | | | | |

| WORK ATTITUDE & INITIATIVE | Exceeds Expectation | Meets Expectation | Area for Growth | Does Not Meet Expectation- Unsatisfactory | N/A |
|--|---------------------|-------------------|-----------------|---|-----|
| Displays a teamwork approach | | | | | |
| Is a careful, courteous worker | | | | | |
| Strives to anticipate and be proactive before problems arise | | | | | |
| Takes initiative to assure as safe, calm school environment for all students and staff | | | | | |
| Treats all students fairly | | | | | |
| Demonstrates a genuine interest in students | | | | | |
| Evaluator Comments: | | | | | |

ADDITIONAL COMMENTS OF EVALUATOR:

EMPLOYEE COMMENTS (OPTIONAL):

I certify that this report has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate agreement.

Employee Signature

Date

Supervisor Signature

Date