

**STANDARDS FOR QUALITY PROFESSIONAL PRACTICE
CUSTODIAL/MAINTENANCE**

Name: _____ **Position:** _____ **Location:** _____

Evaluation Period From: _____ **To:** _____ **Probationary** **Annual**

	Problem Area	Approaches Standard	Meets Standard
WORK HABITS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently performs maintenance and cleaning duties to district standards with minimal supervision; • Takes initiative; self-directed; anticipates future work needs; • Seeks to enhance the position and work environment; • Completes tasks in a timely manner; • Accepts new or different conditions; adjusts quickly; cooperative; flexible; • Consistently keeps work organized; carries out duties effectively and efficiently; • Utilizes the skills and knowledge required for electrical, plumbing and structural repairs required by the position; • Follows prescribed safety standards; • Determines and negotiates priorities and responds appropriately to emergency or unplanned situations; • Effectively performs monitoring diagnostics, surveillance and response to system indicators; 	Comments/Goals:		
COMMUNICATION/TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Uses positive and effective communication skills with colleagues, staff and students; • Appropriately communicates with/responds to parents and community members; • Responds to e-mails in a timely manner; • Follows written and verbal directions; • Uses appropriate problem solving and communication skills to work as an effective member of the building and district team; 	Comments/Goals:		
ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Regular attendance supports consistency in the work environment; • Timely notice is given when absence is anticipated and proper procedures are followed; • Arrives prepared to work at designated start time; • Works full shift; leaves at designated end time; • Consistently follows assigned schedule; 	Comments/Goals:		

	Problem Area	Approaches Standard	Meets Standard
PROFESSIONALISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Saves personal tasks for outside of work time; Exhibits a positive attitude and enthusiasm; Maintains professional dress and appearance; Seeks professional growth opportunities as it pertains to job assignment; Maintains regular attendance and active participation at building/department meetings and trainings; Maintains confidentiality, regarding student and school issues, at all times, both at work and after work hours; Accepts and responds appropriately to feedback; Uses technology; Applies new knowledge and skills obtained through staff development trainings; 	Comments/Goals:		
STUDENT SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Assists in the supervision of student workers as assigned; Acts as a positive role model for students; 	Comments/Goals:		

Other Comments:

NOTE: Additional information may be attached.

Any added information must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee Signature:

Date:

Evaluator Signature:

Date:

Employee Statement attached: Yes No