

- ☐ 1st Year   ☐ 2nd Year   ☐ 3rd Year  
☐ Employed Longer than 3 Years

## Aberdeen School District 6-1 Operational Services (Custodial, Grounds, Maintenance) Evaluation

- ☐ Recommended for Continued Employment  
☐ Recommended for Continued Employment with Reservations  
☐ Not Recommended for Continued Employment

Employee \_\_\_\_\_ Work Location \_\_\_\_\_ School Year \_\_\_\_\_

KEY:    S – Satisfactory                      ND – Needs Development                      U – Unsatisfactory                      N/A – Not Applicable

### A. WORK HABITS

1. Performs duties efficiently
2. Utilizes time appropriately
3. Maintains organized and safe work area
4. Insures confidentiality of information
5. Adheres to regulations
6. Produces quality work
7. Produces acceptable quantity of work
8. Completes work on schedule
9. Shows initiative
10. Demonstrates flexibility
11. Uses safety equipment when appropriate
12. Adapts and incorporates program and policy changes

S	ND	U

### B. INTERPERSONAL SKILLS

1. Shows respect for others
2. Shows sensitivity to the needs of others
3. Displays effective listening skills
4. Communicates problems and concerns effectively and courteously

S	ND	U

### C. DEPENDABILITY

1. Works independently of close supervision
2. Maintains an acceptable attendance record
3. Arrives on time and ready to work

S	ND	U

### D. ATTITUDE

1. Demonstrates a positive feeling for work
2. Accepts difficult assignments
3. Accepts supervision re: direction, improvement
4. Acts professionally on the job site

S	ND	U

### E. SUPERVISION

1. Provides clear and direct instructions
2. Remains consistent in expectations
3. Promotes positive work climate
4. Provides documentation for disciplinary action
5. Trains employees in practices, procedures, and federal guidelines

S	ND	U	N/A

### F. TECHNICAL SKILLS

1. Maintains and operates equipment
2. Performs assigned cleaning tasks
3. Follows appropriate safety guidelines
4. Maintains accurate reports/records
5. Demonstrates overall knowledge of job requirements

S	ND	U

### G. OTHER

1. Reports major repair needs
2. Wears proper uniform and footwear
3. Presents appropriate appearance
4. Participates in and takes advantage of educational opportunities
5. Provides emergency assistance when needed
6. Inspects work of individual department

S	ND	U

**NOTE: (ND and U marks must be explained and attached to this evaluation.)**

SUGGESTIONS FOR GROWTH:

\_\_\_\_\_

COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

### EMPLOYEE

I have read the contents of this evaluation and understand that my signature does not necessarily indicate agreement. I have a right to attach my response to this evaluation.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

# ABERDEEN SCHOOL DISTRICT 6-1

## OPERATIONAL SERVICES (Custodial, Grounds, Maintenance) EVALUATION RUBRIC

<u>Category</u>	<u>S - Satisfactory</u>	<u>ND - Needs Development</u>	<u>U - Unsatisfactory</u>
<b>A. WORK HABITS</b>			
1. Performs duties efficiently	Completes duties	Completes most duties but has to be asked to do more	Struggles with current duties and is unwilling to do more
2. Utilizes time appropriately	Works independently with minor supervision	Often needs direction and guidance	Never seeks work, has to be told what to do all of the time
3. Maintains organized and safe work area	Area is usually neat, safe, and attractive	Frequent clean-up of area is necessary	Work area is cluttered and/or unsafe
4. Insures confidentiality of information	Always maintains confidentiality	Needs reminders about keeping information confidential	Does not keep information confidential
5. Adheres to regulations	Cooperates in carrying out regulations and directions	Supports only the regulations and directions he/she agrees with	Does not cooperate in carrying out regulations and directions
6. Produces quality work	Conscientious about quality and makes few errors/mistakes	Careless about quality of work	Unconcerned about work quality
7. Produces acceptable quantity of work	Meets/exceeds quantity of work assigned	Needs reminders to complete assigned work	Rarely completes assigned work
8. Completes work on schedule	Finishes tasks in timely manner	Procrastinates; periodically completes work late	Does not complete work assigned
9. Shows initiative	Consistently shows leadership skills	Occasionally shows leadership skills	Avoids leadership
10. Demonstrates flexibility	Willingly adjusts to change in routine	Hesitates to accept change in routine	Resists change in routine
11. Uses safety equipment when appropriate	Always uses appropriate safety equipment	Needs reminders to use safety equipment	Routinely avoids using safety equipment
12. Adapts and incorporates program and policy changes	Works cooperatively and willingly accepts policy changes	Questions/challenges change	Refuses change

<u>Category</u>	<u>S - Satisfactory</u>	<u>ND - Needs Development</u>	<u>U - Unsatisfactory</u>
<b>B. INTERPERSONAL SKILLS</b>			
1. Shows respect for others	Is pleasant, cooperative, and tactful	Occasionally lacks patience with others	Is judgmental and critical of others
2. Shows sensitivity to the needs of others	Displays a caring and understanding attitude	Seldom recognizes the needs of others	Frequently insensitive to the needs of others
3. Displays effective listening skills	Openly communicates with students, parents, and co-workers	Refrains from communication and interactions with students, parents, and co-workers	Avoids communication and interaction
4. Communicates problems and concerns effectively and courteously	Shares problems and concerns in a professional manner; offers ideas and suggestions	Complains about problems and concerns to co-workers instead of supervisor	Creates an unpleasant work environment
<b>C. DEPENDABILITY</b>			
1. Works independently of close supervision	Seldom needs guidance in decision-making	Needs guidance to determine necessary information for decision-making	Avoids making decisions
2. Maintains an acceptable attendance record	Rarely absent	Frequently absent from work	Excessive absences create hardships for other employees
3. Arrives on time and ready to work	Is rarely late and in attendance most of the time	Frequently late or absent for work/meetings	May be late, or not show-up at all for work/meetings
<b>D. ATTITUDE</b>			
1. Demonstrates a positive feeling for work	Promotes positive climate in work area	Periodically displays a negative attitude	Critical, humorless, negative, and judgmental
2. Accepts difficult assignments	Willing to accept responsibility	Avoids responsibility	Does not willingly accept responsibility
3. Accepts supervision re: direction, improvement	Willingly accepts direction and suggestions for improvement from supervisor	Occasionally resists direction and suggestions for improvements from supervisor	Generally resists direction and suggestions from supervisor; insubordinate
4. Acts professionally on the job site	Displays professionalism in all situations	Occasionally lacks professionalism	Often lacks professionalism

<u>Category</u>	<u>S - Satisfactory</u>	<u>ND - Needs Development</u>	<u>U - Unsatisfactory</u>
<b>E. SUPERVISION</b>			
1. Provides clear and direct instructions	Instructions are clear, easily understood and consistent	Instructions are hard to follow and inconsistent	Seldom gives instructions
2. Remains consistent in expectations	Clearly defines and communicates expectations to staff	May display inconsistencies of expectations	Inconsistent expectations cause confusion to all
3. Promotes positive work climate	Demonstrates a positive example to staff	Occasionally contributes to negative work environment	Fails to promote a positive work climate
4. Provides documentation for disciplinary action when necessary	Consistently and accurately documents performance issues	Careless and inconsistent in documenting performance issues	Does not provide necessary documentation of performance issues
5. Trains employees in practices, procedures, and federal guidelines	Provides adequate and accurate training as needed	Training is inconsistent and lacks direction	Does not provide adequate
<b>F. TECHNICAL SKILLS</b>			
1. Maintains and operates equipment	Shows responsibility for equipment use and maintenance	Lacks responsibility for equipment use and maintenance	Irresponsible in the use of equipment
2. Performs assigned cleaning tasks	Willingly and efficiently cleans work areas	Needs reminders to clean assigned areas	Refuses cleaning assignments or performs cleaning in an unacceptable manner
3. Follows appropriate safety guidelines	Always follows appropriate safety guidelines	Careless about following safety guidelines	Ignores importance of following safety guidelines
4. Maintains accurate reports/records	Records/reports are current and accurate	Careless about record keeping	Does not keep current and accurate records
5. Demonstrates overall knowledge of job requirements	Uses acquired knowledge to perform job requirements	Hesitates to use acquired knowledge to perform job requirements; lacks confidence	Disregards job requirements/regulations in decision making

## G. OTHER

1.	Reports major repair needs	Keeps supervisor informed of equipment repair needs	Occasionally reports repair needs to supervisor	Does not communicate repair and maintenance needs to supervisor
2.	Wears proper uniform and footwear	Wears appropriate uniform and footwear	Occasionally is not in uniform	Ignores uniform requirements
3.	Presents appropriate appearance	Looks professional	Lacks attention to detail in appearance	Constantly displays unacceptable appearance
4.	Participates in and takes advantage of educational opportunities	Displays life-long learner attitude	Occasionally attends educational opportunities	Rarely attends educational opportunities
5.	Provides emergency assistance when needed	Reacts to emergencies professionally and efficiently	Reaction to emergencies is slow and inconsistent	Does not take responsibility or show initiative in emergencies
6.	Inspects work of individual department	Insures quality, safety and service of the department	Lacks attention to necessary details	Irresponsible in department operation