

**COORDINATOR, CUSTODIAL ELEMENTARY AND DEPARTMENTS
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

MAJOR RESPONSIBILITIES AND DUTIES

Building Maintenance and Repair

- ____ 1. Direct and manage the custodial operations of Elementary Campuses and Departments.
- ____ 2. Receive and process work orders for custodial and grounds keeping crews.
- ____ 3. Develop and maintain written departmental procedures for the operations of custodial, and grounds keeping crews.
- ____ 4. Prepare plans for landscaping improvements for submission to purchasing department for bids.

Comments: _____

Policy, Reports, and Law

- ____ 5. Implement federal and state law, State Board of Education rule, and local board policy in custodial areas of responsibility.
- ____ 6. Compile, maintain, and file all physical and computerized reports, records, and other documents required in the custodial, grounds keeping crew's areas of responsibility.

____ 7. Prepare data necessary to process the custodial payroll.

Comments: _____

Budget and Inventory

____ 8. Administer the custodial budget and ensuring that programs are cost-effective and funds are managed prudently.

____ 9. Compile budgets and cost estimates based on documented program needs.

____ 10. Plan and direct inventory and stock control program for equipment and supplies.

____ 11. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.

____ 12. Replace and maintain a current inventory of supplies and parts to avoid delay when reordering.

____ 13. Approve and forward invoices and purchase orders for the custodial department to the Operations Director.

____ 14. Recommend disposal of obsolete equipment and purchasing replacement equipment when necessary.

Comments: _____

Personnel Management

____ 15. Assign work to custodial personnel and oversee the completion of the assigned work.

____ 16. Prepare, review, and revise job descriptions within the custodial department.

____ 17. Evaluate job performance of employees to ensure effectiveness.

____ 18. Recruit, train, and supervise custodial personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Comments: _____

Safety

____ 19. Maintain safety standards in conformance with federal, state, and insurance regulations and developing a program of preventive safety.

____ 20. Establish and utilize integrated pest management strategies to develop systems/protocols that result in disease and insect pests below economic thresholds. Supervise all applications and training to ensure safe use in compliance with current law.

____ 21. Ensure that equipment is maintained in operating and optimum condition.

Comments: _____

Other

____ 22. Perform disaster duty when needed.

____ 23. Attend professional growth activities to keep abreast of innovative techniques in custodial operations.

____ 24. Respond to afterhours emergencies as needed.

____ 25. Perform other duties as assigned by supervisor.

____ 26. Maintain confidentiality of information.

Comments: _____

Supervisory Responsibilities

____ 27. Supervise and evaluate performance of head custodians, grounds supervisors, and support staff assigned to the custodial department.

Comments: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

