

**SCHOOL SAFETY TECHNICIAN  
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**

**JOB PERFORMANCE STATEMENTS**

**Visitor and Emergency Management Systems**

- \_\_\_\_ 1. Creates and maintains user databases and user access on different platforms.
- \_\_\_\_ 2. Creates and maintains alert notifications for emergency events.
- \_\_\_\_ 3. Assists campuses with visitor reports.
- \_\_\_\_ 4. Assists in training end users on visitor and emergency management systems.
- \_\_\_\_ 5. Assists in lockdown or active shooter drill and/or events.
- \_\_\_\_ 6. Manages emergency drill schedules.

**COMMENTS:** \_\_\_\_\_

**Access Control Systems**

- \_\_\_\_ 7. Maintains and creates district security badges.

- \_\_\_\_8. Maintains access control systems.
- \_\_\_\_9. Creates and maintains door schedules for regular and after school activities.
- \_\_\_\_10. Contacts support for issues with access control systems.
- \_\_\_\_11. Maintains lockdown procedures.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Video Surveillance**

- \_\_\_\_12. Manages and monitors district security cameras.
- \_\_\_\_13. Manages, maintains, and troubleshoots school district security officers body cameras and downloads footage as needed.
- \_\_\_\_14. Manages video requests.
- \_\_\_\_15. Manages user access to video surveillance systems.
- \_\_\_\_16. Contacts Technology department for troubleshooting issues.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Security Alarm/Fire Alarm Systems**

- \_\_\_\_17. Troubleshoots and contacts support for trouble codes.
- \_\_\_\_18. Maintains districts alarm codes.
- \_\_\_\_19. Point of contact for security system vendors.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_\_20. Performs other duties assigned by supervisor.
- \_\_\_\_21. Maintains confidentiality of information.
- \_\_\_\_22. Reports to work on time, dependable.
- \_\_\_\_23. Self-motivated, stays on task.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

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What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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Summative Conference Comments:

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**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

\_\_\_ Renewal and/or Extension of Assignment

\_\_\_ Non-renewal of Assignment

\_\_\_ Termination of Assignment

\_\_\_ Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date