

**Security Monitor
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

General Duties

- _____ 1. Oversees the safety of students crossing the street to and from school in the morning and in the afternoon.
- _____ 2. Assisst with cafeteria /recess duty as directed by principal.
- _____ 3. Maintains all equipment in proper working condition and appearance.
- _____ 4. Reports to the District Chief of Police any problems experienced during his/her duty cycle; to also include the reporting to campus police and campus administrators any suspicious activity, safety concerns, and student behavior problems as they happen.
- _____ 5. Monitors students in non-classroom areas before and after school. Includes checking student ID's as needed. Monitor for student truancy.
- _____ 6. Enforcing district process and procedures to include student code of conduct to ensure students are adhering to the guidelines established by the district.
- _____ 7. Being vigilant and patrolling designated areas to identify and reports any suspicious activity, unauthorized individuals, or dangerous conditions.
- _____ 8. Controls access points, ensuring only authorized individuals enter the school.
- _____ 9. Directs visitors to the appropriate entrance and ensures only authorized individuals enter the campus.
- _____ 10. Assisting with the directing of pedestrian and vehicle traffic during arrival and dismissal to ensure student safety.
- _____ 11. Works with school administration/staff to promote a safe environment for students.

COMMENTS: _____

Other

____ 4. Performs other duties assigned by supervisor.

____ 5. Maintains confidentiality of information

COMMENTS: _____

What strengths does _____ possess?

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

Summative Conference Comments:

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's (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date