

**CAMPUS SECURITY SCREENER
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

Performance Expectations

- _____ 1. Conducts security screening in a fair, consistent, and respectful manner.
- _____ 2. Fosters positive relationships while maintaining a secure environment.
- _____ 3. Supports district efforts to prevent violence through vigilance, professionalism, and timely reporting.
- _____ 4. Follows all applicable district policies, Texas law, and School Police Department procedures.
- _____ 5. Successfully completes all required annual safety, security, and emergency preparedness needs.
- _____ 6. Maintains confidentiality and professionalism in all aspects of the position.

COMMENTS: _____

Essential Duties and Responsibilities

- _____ 7. Monitors assigned campus entrances to ensure compliance with district access control procedures.
- _____ 8. Conducts security screening of students, staff, visitors, contractors, and vendors using district-approved screening methods.
- _____ 9. Operates walk-through and handheld metal detectors according to established procedures.
- _____ 10. Inspects backpacks, purses, packages, and other personal belongings when required by district policy.
- _____ 11. Maintains an orderly and efficient screening process that minimizes disruption to instructional time.
- _____ 12. Observes individuals entering district facilities for suspicious behavior, safety concerns, or prohibited items.
- _____ 13. Immediately notifies campus administration or School Police of prohibited items, criminal activity, or potential threats.
- _____ 14. Maintains continuous communication with campus administrators and School Police regarding safety concerns.
- _____ 15. Assists with visitor management procedures, including verification of identification and visitor authorization.
- _____ 16. Maintains accurate documentation of screening activities, prohibited items, incidents, and equipment issues.
- _____ 17. Ensures all screening equipment is inspected daily and reports maintenance needs promptly.
- _____ 18. Supports implementation of the District's Emergency Operations Plan (EOP), reunification procedures, evacuations, lockdowns, shelter-in-place, and other emergency protocols.
- _____ 19. Participates in required emergency drills, tabletop exercises, and district safety training.
- _____ 20. Maintains awareness of situational risks and reports unsafe conditions or security vulnerabilities.
- _____ 21. Protects confidential information regarding district security procedures and investigations.
- _____ 22. Demonstrates professionalism, impartiality, and respect when interacting with students, employees, parents, and visitors.
- _____ 23. Assists School Police and campus administrators during emergencies and special events as directed.

COMMENTS: _____

Other

- _____ 24. Performs other duties assigned by supervisor.
- _____ 25. 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 (Print Name)	_____ Date
_____ Administrator’s Signature	_____ Date
_____ Employee’s Signature	_____ Date