

**SAFETY 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. Assists with cafeteria /recess duty as directed by principal.
- ____ 3. Maintains all equipment in proper working condition and appearance.
- ____ 4. Reports to the principal/District Chief of Police any problems experienced during his/her duty cycle.

COMMENTS: _____

Other

- ____ 5. Performs other duties assigned by supervisor.
- ____ 6. Maintains confidentiality of information

