

**CROSSING GUARD  
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. Applies appropriate knowledge of traffic laws and uses clear and proper traffic management signals to both pedestrians and vehicular traffic to safely cross any person within the designated school crossing zones.
- \_\_\_\_ 2. Assists students and other community members to safely cross the street at the assigned intersections during designated hours.
- \_\_\_\_ 3. Identifies potential traffic safety hazards and responds quickly to protect students and avoid accidents.
- \_\_\_\_ 4. Ensures a smooth and expedient flow of both vehicular and pedestrian traffic.
- \_\_\_\_ 5. Follows and upholds district safety requirements and reports traffic violations and student misconduct to the Chief of Police and school administrator in accordance with District procedures.
- \_\_\_\_ 6. Communicates safety and traffic rules to students, parents, and others as needed.
- \_\_\_\_ 7. Corrects unsafe conditions when possible and reports and conditions that are not correctable to the supervisor as soon as practicable.
- \_\_\_\_ 8. Follow District safety protocols and emergency procedures.
- \_\_\_\_ 9. Maintain all equipment in proper working condition and appearance.

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

**Other**

\_\_\_\_ 10. Performs other duties assigned by supervisor.

\_\_\_\_ 11. 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