

RSU No. 5  
Head Custodian

Name:  
Date:

Job Title:  
School:

1.	2.	3.	4.
Does Not Meet Expectations	Partially Meets Job Expectations	Meets Job Job Expectations	Exceeds Job Expectations

Performance Responsibilities	Rating	Comments
Job qualifications are met		
Tasks are thorough, complete and timely		
Follows instructions and directions		
Shows willingness to accept direction		
Problem solving skills are evident		
Operates in a courteous and tactful manner		
Accepts constructive criticism		
Demonstrates flexibility and cooperation		
Demonstrates punctuality		
Demonstrates openness to new ideas		
Exhibits patience and respect for others		
Shows creativity and innovation		
Functions as a team player		
Has good attendance		
Communicates effectively and appropriately with students, teachers, parents, and administrators		
Works well with students		
Follows prescribed safety protocols		
Demonstrates evidence of professional growth		

Assigns off hour time for events fairly and on a rotating basis.		
Maintains communication with building administrators to ensure all building needs are met.		
Maintains communication with custodians to ensure building needs are met.		

Areas of Strength:

Areas of Growth:

**Satisfactory**

If 50% or more of the indicators receive a 3 or 4, it indicates a satisfactory rating.

**Unsatisfactory**

More than 50% of the indicators receiving a 1 or 2 indicates an unsatisfactory rating. Employees receiving an unsatisfactory rating will meet with administration to develop an action plan that addresses areas of concern. Re-evaluations may be part of this action plan.

Employee's Response:

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

School Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: August 24, 2011 Final