SCHOOL RESOURCE OFFICER EVALUATION

EMPLOYEE _____ DATE _____

OBSERVER _____ POSITION _____

RATING:
4 = Excellent - Far exceeds the standards of the school district.
3= Commendable - Exceeds standards of the school district.
2 = Acceptable - Meets the standards of the school district.
1= Needs Improvement - Improvement is needed to meet the needs of the school district.
0 = Unsatisfactory - Fails to meet the standards of the position

I. PERFORMANCE		**COMMENTS**
1. Cooperates with students, staff, and parents.	**0 1 2 3 4**	
2. Abides by both police and school policies and procedures.	**0 1 2 3 4**	
3. Performs all necessary and assigned tasks in a responsible, competent, and timely manner.	**0 1 2 3 4**	
4. Shows ability to follow directions.	**0 1 2 3 4**	
5. Capable of performing duties without due or unnecessary assistance from others.	**0 1 2 3 4**	
6. Spends an appropriate amount of time in each building based on the needs and activities of each school.	**0 1 2 3 4**	
7. Improved the perceived and physical safety of the school district.	**0 1 2 3 4**	
II. PROFESSIONAL DEVELOPMENT		
1. Shows knowledge and skill in performance of duties.	**0 1 2 3 4**	
2. Attends requisite trainings and is knowledgeable of the safety needs and concerns of the district.	**0 1 2 3 4**	
3. Maintains emotional control under stress.	**0 1 2 3 4**	
4. Communicates effectively with students, staff, and parents.	**0 1 2 3 4**	
5. Assumes responsibilities and adapts as situations warrant.	**0 1 2 3 4**	
6. Follows proper procedures and channels of communication.	**0 1 2 3 4**	
7. Assists others and shares professional information.	**0 1 2 3 4**	
III. PERSONAL QUALITIES		**COMMENTS**
1. Relates well to co-workers and students.	**0 1 2 3 4**	
2. Accepts constructive criticism for his/her work.	**0 1 2 3 4**	
3. Accepts responsibility.	**0 1 2 3 4**	
4. Is neat and appropriately dressed.	**0 1 2 3 4**	
5. Is punctual and observes proper scheduled work hours.	**0 1 2 3 4**	
6. Observes proper safety procedures.	**0 1 2 3 4**	
7. Has a record of good attendance.	**0 1 2 3 4**	
8. Shows good judgment.	**0 1 2 3 4**	

III. SUGGESTIONS FOR CORRECTING DEFICIENCIES:

IV. GENERAL JOB PERFORMANCE

V. RECOMMENDATIONS:
Conference Date: _____

☐ Re-employment without reservation
☐ Re-employment with reservation
☐ Probation
☐ Termination

Employee Signature
(Signifies receipt)

Supervisor Signature

Superintendent Signature