

**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

<b>I. PERFORMANCE</b>		<b>COMMENTS</b>
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	

<b>II. PROFESSIONAL DEVELOPMENT</b>		
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	

<b>III. PERSONAL QUALITIES</b>		<b>COMMENTS</b>
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:**

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**IV. GENERAL JOB PERFORMANCE**

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**V. RECOMMENDATIONS:**

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

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

Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Superintendent Signature \_\_\_\_\_

(Signifies receipt)