

SCHOOL DISTRICT OF GADSDEN COUNTY

SCHOOL SAFETY GUARDIAN

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

- (1) Uses whatever force is necessary to prevent or abate an active assailant incident.
- (2) Immediately responds to and engages to stop the threat of an active assailant.
- (3) Conducts perimeter and inner school checks to ensure premises are secure.
- (4) Analyzes information and situations regarding activities that may be in violation of district policies and/or an indication of possible criminal activity for the purpose of determining immediate actions and/or making recommendations to ensure safety of students, staff, and the public.
- (5) Communicates school policies and procedures, personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violation.
- (6) Informs personnel, parents and/or visitors of school policies and procedures for the purpose of providing necessary information in compliance with policies and guidelines.
- (7) Investigates unusual incidents unauthorized visitors, violent threats against students, etc.) for the purpose of assisting responding law enforcement personnel, developing information necessary to assist in determining appropriate action, and/or providing documentation for future reference.
- (8) Monitors students within a variety of school environments (e.g. rest rooms, grounds, hallways, library, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students.
- (9) Prepares a variety of documents (e.g. security logs, memos, letters, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- (10) Reads and responds to email communications.
- (11) Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction that ensures efficient provision of campus security.
- (12) Utilizes and monitors surveillance technology.
- (13) Operates metal detectors and conduct appropriate searches when directed to do so.
- (14) Provides support in school and district emergency situations and participates in all school emergency drills (fire, lockdown, active shooter, hostage etc.).
- (15) Performs other duties as assigned.

The School Safety Guardian is an armed position requiring appointment by the Superintendent and training by the Sheriff of Gadsden County as outlined in the Marjory Stoneman Douglas High School Public Safety Act. Please note, this is not a law enforcement position.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

School Safety Guardian (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

- 16. Collaborates with other school and district personnel, assigned law enforcement officer, representatives of local agencies, etc. for the purpose of preliminary inquiries into violations of school board policies and providing information and/or taking action, etc. for the safety and security of school site.
- 17. Refers observation and incidents (e.g. injuries, altercations, suspicious activities, inappropriate social behavior, violations of rules, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel and/or law enforcement for follow-up action.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

Guardians would be expected to attend quarterly training, submit to random drug tests, and undergo 16 hours of additional training for annual recertification.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

School Safety Guardian (Continued)

4. WORKSITE SERVICE STANDARDS

Control Dimension

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

5. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

School Safety Guardian (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ **Needs Improvement** _____ **Effective** _____ **Very Effective** _____ **Outstanding** _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee

Date

Comments of the Evaluator:

Signature of Evaluator

Date