

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**COORDINATOR OF CUSTODIAL SERVICES**

PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. SERVICE DELIVERY**

**Category Definitions**

1. Ensure District compliance with applicable codes, rules and statutes.
2. Monitor the development of the both short- and long-range plant maintenance plans.
3. Coordinate activities regarding physical plants in accordance with Florida Statutes and State Board rules.
4. Develop, maintain and coordinate procedures to ensure a safe, clean, attractive and pleasant school atmosphere.
5. Receive work orders, establish priorities and assign personnel.
6. Maintain the inventory of custodial supplies, tools, and materials for use in all facilities.
7. Assist in the supervision of the physical security of school buildings.
8. Assist in setting up for meetings and workshops on planning days.
9. Conduct minor maintenance repairs assigned, within the knowledge and skill level of a custodian supervisor.
10. Participate in any casualty prevention, tests and inspections that are an integral part of the facility.
11. Complete cleaning schedule for areas assigned, with the frequency requirements provided, and look for ways to improve the schedule.
12. Inspect, routinely, areas of physical plant and grounds for possible personnel safety hazards and make reports to Principal or Facilities Director.
13. Assist in the assignment, scheduling and training of the custodial staff.
14. Supervise special cleaning programs as required.
15. Assist with all matters relative to the cleanliness and safety for the facility.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**COORDINATOR OF CUSTODIAL SERVICES (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 16. Maintain effective relations with patrons and employees.
- 17. Facilitate close communication between the maintenance and custodial functions to ensure cost efficiency.
- 18. Ensure that maintenance projects are coordinated with appropriate regulatory agencies.
- 19. Promote cooperative relationships among support services to facilitate the instructional program.
- 20. Coordinate activities with principals and custodians.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**COORDINATOR OF CUSTODIAL SERVICES (Continued)**

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

**Category Definitions**

- 21. Develop and deliver appropriate and current training for all assigned staff.
- 22. Keep abreast of new developments in maintenance techniques to ensure maximum efficiency.
- 23. Promote and support professional development for self and others.
- 24. Establish procedures which ensure personnel awareness of State Board of Education rules and health-safety standards and ensure the standards are implemented.
- 25. Participate in workshops and training sessions as required.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 26. Develop, maintain and coordinate procedures to ensure timely response to plant maintenance.
- 27. Supervise the maintenance of current inventory of maintenance and custodial supplies, tools and equipment.
- 28. Supervise the dispersal of required materials and supplies.
- 29. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 30. Exhibit confidence and commitment to the vision and mission of the District.
- 31. Maintain a positive public relations attitude with all staff personnel and student body.
- 32. Follow attendance and proper dress codes as required.
- 33. Prepare all required reports and maintain all appropriate records.
- 34. Ensure that School Board policies and governmental regulations are being consistently applied to area of responsibility.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

COORDINATOR OF CUSTODIAL SERVICES (Continued)

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 35. Interview and recommend the hiring of custodians to principals.
- 36. Plan for future needs and prepare requisitions to meet the need for tools and supplies.
- 37. Prepare all required reports and maintain all appropriate records.
- 38. Perform other duties as assigned.

**Source Code** (circle choices)

- |                               |                         |                           |   |                       |                          |
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|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

**Rating Code** (circle one)

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

**6. 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)

- |                               |                         |                           |   |                       |                          |
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**Rating Code** (circle one)

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|----------------|-------------------|-----------|----------------|-------------|

COORDINATOR OF CUSTODIAL SERVICES (Continued)

**7. 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)

- |                               |                         |                           |   |                       |                          |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
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**Rating Code** (circle one)

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

**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