



*"To Build Knowledge and Skills for Success Today and Tomorrow"*

**Meade School District 46-1  
Buildings & Grounds/Custodian Staff Evaluation Form**

**Name** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Date of Evaluation** \_\_\_\_\_

**Key: Exceeds Expectation; Meets Expectation; Needs Improvement** (Comments required for Needs Improvement)

<b>Essential Duties and Responsibilities</b>	<b>Exceeds</b>	<b>Meets</b>	<b>Needs</b>
1) Employee supports the vision, mission, and belief statements of the Meade School District.			
2) Employee demonstrates ability to adapt to changing conditions, procedures, and/or job interruptions.			
3) Employee uses oral and written language effectively.			
4) Employee deals with students, staff, and parents in an appropriate manner.			
5) Employee exhibits professional and trustworthy demeanor.			
6) Employee is able to perform physical and environmental demands of the job.			

<b>Work Habits</b>	<b>Exceeds</b>	<b>Meets</b>	<b>Needs</b>
1) Employee is thorough and consistent in meeting work standards and in performing required work.			
2) Employee manages time, and accomplishes tasks effectively.			
3) Employee shows initiative in addressing building/facility needs, and takes independent actions as appropriate.			
4) Employee offers suggestions for work improvements and/or solutions for work problems.			
5) Employee displays awareness of safety and security protocols. Wears protective equipment and clothing as necessary.			
6) Employee dresses in an appropriate, professional manner conducive to job requirements.			
7) Employee keeps supervisor informed of important information relating to work environment.			
8) Employee reports to work on time and adheres to scheduled workday.			

**Observer's Comments:**

**We have discussed the evaluation given on this form. Signing shall not imply agreement by the employee to the evaluation.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_