



**Huron Intermediate School District
Custodial/Maintenance Staff Evaluation Rubric
School Year _____**

Staff	Evaluator	Date(s) of Observation

1. Performance
Measure not yet determined
Comments
2. Professional Responsibility
a. Maintains Professional Behavior <i>Maintains professional work habits Interacts with staff, students, and visitors professionally Works to be a positive member of the team Cooperates, shares information in a calm and pleasant manner Takes initiative, completes tasks without supervision</i>
b. Presents Self Professionally <i>Appropriate dress, hygiene and appearance</i>
c. Follows Huron ISD/Building Policies and Procedures <i>Adheres to regulations spelled out in Personnel Handbook Maintains building security—renders assistance to students, staff, and law enforcement as necessary Is observant of potential danger, misconduct, equipment malfunction, reports these issues Participates on Crisis Management Teams as required</i>
d. Adheres to Confidentiality Guidelines and Laws <i>Protects student and family rights</i>
e. Follows Prescribed Work Schedule <i>Maintains regular attendance Practices punctuality</i>
Comments
3. Support
a. Uses Effective Communication Skills <i>Keeps lines of communication open Is a good listener Uses language that portrays a professional image—easily understood, tactful, courteous, etc. Respects the opinions of others Interacts with customers in a pleasant, appropriate manner</i>
b. Demonstrates Customer and Collegial Support <i>Works with administrators/clerical staff in arranging rooms/equipment Works with administration on maintaining a secure environment Is friendly and accommodating to visitors/customers Takes initiative to complete tasks without being asked</i>
c. Displays Problem-Solving Skills <i>Solves problems independently Resolves conflicts in a productive and professional manner Exercises good judgment</i>
d. Reveals Organizational Skills <i>Executes requests from supervisor in a timely manner Completes job tasks in a timely manner Uses work time efficiently and for purposes intended Implements an effective system of organizing materials and information</i>
Comments

4. Environment	
a. Maintains a Clean, Safe Facility <i>Removes trash in labs, classrooms, offices; receptacles cleaned as required</i> <i>Clears walkways and entries of snow/ice, salts as needed, maintains dry surface of entry ways (inside) to the degree possible</i> <i>Arranges classrooms, whiteboards, trays; cleans tables; double checks rooms prior to meetings</i> <i>Cleans, sanitizes restroom facilities, walls, fixtures, floors; replenishes supplies in restrooms and kitchen areas</i> <i>Replaces light tubes and bulbs; leaves classrooms, hallways, offices in proper condition for use</i> <i>Performs minor repairs/maintenance and seasonal cleaning jobs regarding the building structure, plumbing, HVAC, electrical, furniture, and equipment</i> <i>Maintains outside surfaces, lawns, shrubs, trees, fencing, drains, playgrounds, and other equipment</i> <i>Vacuums carpeted floors; maintains public area floors/surfaces/shelves</i>	
b. Practices School Health and Safety Procedures <i>Demonstrates knowledge of fire, disaster, and crisis procedures</i> <i>Assists students during emergency drills</i> <i>Follows recommended precautionary measures related to bloodborne pathogens</i>	
c. Recommends/Assists in Repair and Maintenance <i>Assists in developing a scheduled maintenance plan</i> <i>Demonstrates respect for others by handling issues/concerns directly with the person involved</i>	
Comments	

5. Other	
a. Custodial/Maintenance Staff Attendance	
b. Custodial/Maintenance Staff Disciplinary Record	
c. Accomplishments and Contributions Above Normal Expectations	
d. Non-required but Relevant Special Training	
Comments	

Post-Observation Conference

Suggestions for Improvement		
Custodial/Maintenance's Signature	Evaluator's Signature	Post-Observation Conference Date (within five days of observation)

Optional staff comments (see attached)