 LETHBRIDGE SCHOOL DIVISION

 402.11.2.21 Head Caretaker Staff Evaluation Form

# Section One Introduction

 Name

 Location

 Start Date for Current Position

 Evaluator (Principal/Vice Principal)

 Date

*Reason for evaluation:*

[ ]  Evaluation process for employees new to the Division (indicate period below).

 [ ]  6 Month Evaluation [ ]  10 Month Evaluation

[ ]  Employee request.

[ ]  Employee has not developed and implemented a Growth Plan.

[ ]  Employee may not be meeting the Support Staff Quality Standards.

# Section Two Head Caretaker Quality Standards Form

**In accordance with the expectations of the Head Caretaker position, the employee will be evaluated within the following areas:**

* All areas should be marked as meeting (M) the standard, not meeting (N/M) the standard, or not applicable (N/A). For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**1. KEY RESPONSIBILITIES**

This position is responsible for all aspects of the Caretaking Operation at the school site.

M N/M

[ ]  [ ]  Sets up school operations in accordance with the Division Caretaker Manual.

[ ]  [ ]  Completes caretaker staff evaluations.

[ ]  [ ]  Takes an active role in cleaning the school.

[ ]  [ ]  Completes the rotating shift expectation.

[ ]  [ ]  Presents Division leadership.

[ ]  [ ]  Responsible for the cleaning completed on the evening shift.

[ ]  [ ]  Deals tactfully with building users.

[ ]  [ ]  Good organizational skills.

[ ]  [ ]  Self-motivated.

[ ]  [ ]  Knowledgeable in the safe use of a wide variety of chemicals.

[ ]  [ ]  Carries out directions and duties as assigned.

COMMENTS:

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**2. PERSONAL/PROFESSIONAL QUALITIES**

M N/M

[ ]  [ ]  Interpersonal relationships (Caretaking staff, teachers, students, public; includes dealing with conflict).

[ ]  [ ]  Team player (with the Caretaking team, the school, the community, and the Division).

[ ]  [ ]  Demonstrate the ability to communicate effectively and appropriately.

[ ]  [ ]  Ability to resolve conflict effectively. (Reference: [Employee Code of Conduct Appendix A 400.1](https://www.lethsd.ab.ca/download/187241))

[ ]  [ ]  Use of time (include attendance, punctuality, setting of priorities, keeping to schedules).

[ ]  [ ]  Initiative (self-directed, takes charge of assigned tasks, requires minimum supervision).

[ ]  [ ]  Maintains appropriate personal hygiene and appearance.

[ ]  [ ]  Promotes an atmosphere of mutual respect and appreciation for individual

 differences, all staff, students, families, and community members,

 regardless of race, culture, gender, faith, nation, or spoken language,

 within the school division.

[ ]  [ ]  Promotes a welcoming, caring, respectful, and safe work environment.

COMMENTS:

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**3. SUPERVISORY SKILLS**

M N/M

[ ]  [ ]  Establishes work schedules for staff for daily routine cleaning.

[ ]  [ ]  Promotes staff morale among Caretakers to develop pride in work and accomplishment.

[ ]  [ ]  Reports on merits and concerns related to caretaking staff performance when required.

[ ]  [ ]  Completes minor requests from school staff to ensure facility operates smoothly.

[ ]  [ ]  Calls in emergency repair items to maintenance.

[ ]  [ ]  Instructs, trains, and directs all caretaking staff in order that the best results are obtained from their work habits.

[ ]  [ ]  Uses opportunities to consult with and inform Caretakers on areas of overall operation in the school.

[ ]  [ ]  Ensures cleaning duties are completed by performing routine inspections of work area and giving feedback to Caretaking staff.

COMMENTS:

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**4. POSITION REQUIREMENTS**

M N/M

[ ]  [ ]  Ensures that all mechanical rooms have a daily logbook.

[ ]  [ ]  Ensures that master mechanical sheets are current.

[ ]  [ ]  Ensures all emergency shutoff locations are clearly marked on a school site map.

[ ]  [ ]  Ensures adherence if assigned schedules for the caretaking team

[ ]  [ ]  Ensures that supplies are ordered for use by caretakers.

[ ]  [ ]  Maintains a daily, weekly, monthly, and annual cleaning schedule for the school.

[ ]  [ ]  Performs all duties assigned to a caretaker.

[ ]  [ ]  Completes all working functions to a high degree of satisfaction.

[ ]  [ ]  Demonstrates a thorough knowledge of cleaning and preventative maintenance related functions.

[ ]  [ ]  Displays a good working knowledge of all chemicals and procedures used by caretakers to complete required duties.

[ ]  [ ]  Ensures all caretakers have a written set of procedures and expectations for daily assigned duties

[ ]  [ ]  Ensures all preventative maintenance procedures are completed and logged on the appropriate sheets

COMMENTS:

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**5. COMMUNICATION**

M N/M

[ ]  [ ]  Excellent communication skills both in written and oral format.

[ ]  [ ]  Proven public relations skills and demonstrated ability in promoting and

maintaining effective working relations with public, students, co-workers, school staff, administration, and Division officials.

COMMENTS:

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# **6. TIME MANAGEMENT**

[ ]  Attendance report attached.

M N/M

[ ]  [ ]  Attends regularly.

[ ]  [ ]  Is on time, ready to work at the assigned time.

[ ]  [ ]  Sets priorities in collaboration with administration.

[ ]  [ ]  Uses time effectively.

[ ]  [ ]  Follows assigned schedule.

COMMENTS:

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# **7. DECISION**

 [ ]  Completes probationary process.

 [ ]  Improvement plan implemented; employee proceeds to 10-month evaluation.

 [ ]  Employee returns to Growth Plan process.

 [ ]  Employee must submit a Growth Plan within one month.

# **8. EVALUATOR’S COMMENTS**

COMMENTS:

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# **9. EMPLOYEE’S COMMENTS**

COMMENTS:

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***As Principal, I have read and approve this evaluation.***

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 Principal’s Signature Date

After this evaluation has been signed by the principal, the below signatures are necessary:

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 Vice Principal’s Signature (if applicable) Date

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 Employee’s Signature Date

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 Reviewed by Human Resources Date

* Copy to Employee
* Copy to Principal/Vice Principal
* Copy to Coordinator of Caretaking
* Original copy goes to Human Resources for employee’s file