

GLASSBORO PUBLIC SCHOOLS

SECURITY AIDE PERFORMANCE EVALUATION

NAME:			
POSITION/LOCATION:			
DATE OF PERFORMANCE REVIEW:			
	Exceeds Expectations	Meets Expectations	Needs Improvement
KNOWLEDGE AND SAFETY			
Knowledge of emergency procedures			
Enforcement of school rules			
Follows established procedures for student pick up. <i>(Students are released only when the presenting adult has been properly identified – photo ID presented, and the student's record is checked to determine that the adult has access to the student)</i>			
Strict adherence to confidentiality			
Completed Handle with Care Training			
ALERTNESS AND VIGILANCE			
Active monitoring of security cameras			
Identifies potential security threats			
Regularly patrols the building/halls.			
Conducts perimeter checks to ensure the building is secured at all times.			
Monitors the presence of students in the halls			
Alert and vigilant when monitoring lunch or large crowds.			
PROFESSIONAL CONDUCT			
Adherence to uniform standards			
De-escalates tense situations and provides customer service in a polite, yet firm manner.			
Supports faculty and staff with investigations and escorts			
Proactively alerts administration and SRO to potential situations and conflicts.			
Builds rapport with students			
ATTENDANCE AND PUNCTUALITY			
Consistency in showing up for shifts on time			
Enters absences in a timely fashion <i>(min of two hours before shift begins)</i>			

COMMENTS/RECOMMENDATIONS:

Principal: _____

Date: _____

Employee: _____

Date: _____