**School Resource Officer (S.R.O.) Program Rubric**

**S.R.O. Name:** **Assigned School:**

**Date of Performance Evaluation:** **Name of Evaluator:**

**PART 1: RUBRIC CRITERIA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria**  **(Score 0 if criteria not applicable)** | **Below Expectations**  (Describe typical problems, weaknesses, or errors that characterize S.R.O. work that does not meet expectations for the assignment.)  **(1 Point)** | **Meets Expectations**  (Describe characteristics of S.R.O. work that meet expectations for quality on this criterion.)  **(2 Points)** | **Exceeds Expectations**  (Describe characteristics of S.R.O. work that stand out as exemplary work.)  **(3 Points)** | **Score** |
| **Job Knowledge** – Demonstrates an understanding of the job requirements/objectives; Demonstrates a knowledge of the School Code of Conduct; Demonstrates knowledge of the law as it applies to the school setting. *(RELATED DOCUMENTS – SRO Job Description, Related School’s Code of Conduct)* |  |  |  |  |
| **Oral Communication Skills** – Speaks in an understandable voice; Conveys information clearly; Answers questions clearly; Listens attentively to others. |  |  |  |  |
| **Written Communication Skills** – Writes legibly; Presents accurate information clearly and concisely; Uses correct grammar and punctuation. |  |  |  |  |
| **Interpersonal Skills** – Displays professionalism, tact and consideration with school administrators and other school employees; Listens to complaints; Responds to questions completely and in a timely manner; Displays a willingness to help. | . |  |  |  |
| **Decision-Making Ability** – Evaluates situations quickly and accurately; Follows established procedures; Makes decisions in a timely manner. |  |  |  |  |
| **Appearance** – Maintains a professional appearance at all times; Wears appropriate school spirit clothing on dress-down days and designated spirit days. |  |  |  |  |
| **Work Habits** – Reports to work on time; Observes work hours; Demonstrates willingness to remain on the job until the task is completed. |  |  |  |  |
| **Stress Tolerance** – Maintains self-control in emergency situations; Performs duties effectively under pressure; Relays accurate information clearly in emergency situations. |  |  |  |  |
| **Visibility and Presence** – Maintains a visible presence in and around the school; Is consistently accessible and available to interact with students. |  |  |  |  |
| **Building Relationships with Students and School Involvement** - Demonstrates a consistent effort to get to know the students; Participates in extracurricular activities and takes advantage of everyday opportunities to interact with students. |  |  |  |  |
| **Law Enforcement Actions on School Property** – Carries out law enforcement actions on school grounds in accordance with Georgia law and applicable policies and procedures established by school administration. |  |  |  |  |
| **Serves as a Resource for Students, Faculty and Staff** – Provides in-class instruction on various topics and coordinates special service requests (i.e., HEAT Unit visits to ADAP classes) for faculty and administration; Provides guidance and assistance in maintaining and improving a safe school environment. |  |  |  |  |
| **Traffic Direction/Control** – Directs traffic flow in and out of the school campus, ensuring a safe vehicle and pedestrian traffic flow at all times while school is in session and at other times, when requested. |  |  |  |  |

**PART 2: OVERALL EVALUATION**

|  |
| --- |
| **Overall statement regarding S.R.O. performance for the 20\_\_ - 20\_\_ academic year:** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**PART 3: CERTIFICATION**

This rating reflects my appraisal of the above-stated S.R.O.’s job-related performance and is based on personal knowledge of his/her work.

Signature of School Administrator Date

***After S.R.O. Supervisor Reviews the Performance Evaluation with the S.R.O.:***

Signature of S.R.O. Date

Signature of S.R.O. Supervisor Date

Signature of Sheriff/Chief Date