SCHOOL DISTRICT OF GADSDEN COUNTY

BUS ATTENDANT

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year**_____

1. SERVICE DELIVERY

Category Definitions

1. Assist with the safe loading and unloading of students.
2. Enforce safety rules for students.
3. Monitor student behavior.
4. Escort students to class or office if needed.
5. Assist driver with keeping bus clean at all times.
6. Attend assigned inservice meetings.
7. Follow all policies pertaining to governing transportation.
8. Be familiar, if assigned to ESE students, with each ESE student's exceptionality.
9. Be aware, if assigned to ESE students, of each student's physical needs.
10. Assist, if assigned to ESE students, with door-to-door loading and unloading, if needed.

Source Code (circle choices)

A.	Behavioral Event Interview	B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation

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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

BUS ATTENDANT (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

11. Work independently or as a team member.
12. Maintain a good relationship with bus drivers, students, parents and school personnel.
13. Report to work punctually and regularly.
14. Display an appropriate work ethic.
15. Follow all transportation department policies.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

3. SYSTEM SUPPORT

Category Definitions

16. Communicate well with bus drivers and Director of Transportation.
17. Represent the School Board in a positive manner.
18. Perform other duties as assigned.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

BUS ATTENDANT (Continued)

4. WORKSITE SERVICE STANDARDS

<table>
<tr><td colspan="6">Control Dimension</td></tr>
<tr><td colspan="6">Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)
An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.</td></tr>
</table>

Source Code (circle choices)

A.	Behavioral Event Interview	B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

5. ASSESSMENT AND OTHER SERVICES

<table>
<tr><td colspan="6">Control Dimension</td></tr>
<tr><td colspan="6">The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)
An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.</td></tr>
</table>

Source Code (circle choices)

A.	Behavioral Event Interview	B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation

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BUS ATTENDANT (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ **Needs Improvement** _____ **Effective** _____ **Very Effective** _____ **Outstanding** _____

Comments of the Evaluatee:
_____
_____
_____
_____

Comments of the Evaluator:
_____
_____
_____
_____

This evaluation has been discussed with me: Yes _____ No _____

_____
Signature of Evaluatee   Date

_____
Signature of Evaluator   Date