

<b>FREEMAN PUBLIC SCHOOLS ADAMS, NEBRASKA</b>		
<b>Bus Driver Evaluation Report</b>		
<b>Bus Driver:</b>	<b>Date:</b>	<b>Administrator:</b>
Observer will look for:		
<b>COMMUNICATION SKILLS &amp; RELATIONSHIPS</b> 1. Maintains good communication with students, parents, staff and administration. 2. Maintains good public relations. 3. Presents a positive image of the school.		
<b>PERSONAL CHARACTERISTICS</b> 1. Is well groomed and appropriately dressed. 2. Displays an interest and enthusiasm for the position. 3. Displays self control in stressful situations. 4. Takes initiative and exhibits diligent work habits. 5. Is friendly and cooperative.		
<b>EMPLOYMENT PERFORMANCE</b> 1. Maintains all logs and other records as necessary. 2. Demonstrates effective use of time. 3. Has effective control of students on bus and maintains a safe environment for all passengers. 4. Provides appropriate and timely communication to administration and parents as needed. 5. Follows directives of administration.		
<b>DRIVING PERFORMANCE</b> 1. Maintains bus in good working condition and reports problems. 2. Keeps bus clean. 3. Maintains current bus driver passenger and CDL licensure. 4. Has a clean driving record. 5. Demonstrates safe driving habits. 6. Plans and executes evacuation drills. 7. Follows assigned routes and time schedules.		
<b>GENERAL RESPONSIBILITIES</b> 1. Carries out all assigned responsibilities. 2. Is punctual. 3. Uses common sense and humor. 4. Carries a positive attitude towards students. 5. Is accepting of others. 6. Demonstrates positive relationship skills. 7. Refers problems/questions to appropriate personnel. 8. Respects confidentiality.		

<b>SUMMARY</b>		
	<b>MEETS DISTRICT STANDARDS</b>	<b>BELOW DISTRICT STANDARDS</b>
<b>COMM. SKILLS &amp; RELATIONSHIPS</b>		
<b>PERSONAL CHARACTERISTICS</b>		
<b>EMPLOYMENT PERFORMANCE</b>		
<b>DRIVING PERFORMANCE</b>		
<b>GENERAL RESPONSIBILITIES</b>		

**General Comments and Recommendations**

Signature \_\_\_\_\_  
 Bus Driver

Signature \_\_\_\_\_  
 Administrator

Date \_\_\_\_\_

If any checks are in the Below District Standards column, improvement of instruction sheet must be attached to this report. Signing this form indicates only that the observation has been discussed. Bus driver may comment on an attached page.

**FREEMAN PUBLIC SCHOOLS  
ADAMS, NEBRASKA**

**Kitchen Staff Evaluation Report**

**Kitchen Staff:**

**Date:**

**Administrator:**

Observer will look for:

**QUALITY OF WORK**

1. Accurate and timely work.
2. Quality food prepared for students and staff.
3. Kitchen facility clean and orderly.

**JOB KNOWLEDGE**

1. Well informed on all areas of the job.
2. Able to use all equipment.
3. Supplies are ordered in a timely fashion.

**DEPENDABILITY**

1. Work is completed on time.
2. Meals are consistently presented in an appealing manner.

**COOPERATION AND RELATIONSHIPS**

1. Works well with other kitchen staff.
2. Works well with staff from the school.
3. Has positive relationships with students.

**ATTENDANCE**

1. Consider the number of days of absenteeism.
2. Consider the reasons for absenteeism.

Kitchen Staff, Con't.

**APPEARANCE**

1. Cleanliness, appropriate dress.

**SUMMARY**

	<b>MEETS DISTRICT STANDARDS</b>	<b>BELOW DISTRICT STANDARDS</b>
<b>QUALITY OF WORK</b>		
<b>JOB KNOWLEDGE</b>		
<b>DEPENDABILITY</b>		
<b>COOPERATION AND RELATIONSHIPS</b>		
<b>ATTENDANCE</b>		
<b>APPEARANCE</b>		

**General Comments and Recommendations:**

Signature \_\_\_\_\_  
 Kitchen Staff

Signature \_\_\_\_\_  
 Administrator

Date \_\_\_\_\_

If any checks are in the Below District Standards column, improvement of instruction sheet must be attached to this report. Signing this form indicates only that the observation has been discussed. Staff member may comment on attached page.

**FREEMAN PUBLIC SCHOOLS  
ADAMS, NEBRASKA**

**Para-Professional Evaluation Report**

**Para-Professional:**

**Date:**

**Administrator:**

Observer will look for:

**COMMUNICATION SKILLS & PARA-PROFESSIONAL RELATIONSHIPS**

1. Maintains good communication with students, teachers, staff members and supervisors. 2. Maintains good public relations with parents. 3. Maintains a professional relationship with students, teachers, supervisors, other staff members and parents.

**EMPLOYMENT CHARACTERISTICS**

1. Is neatly and appropriately dressed. 2. Displays an interest and enthusiasm for the position. 3. Displays self-control in stressful situations. 4. Takes initiative and exhibits work habits. 5. Is friendly and cooperative.

**EMPLOYMENT PERFORMANCE**

1. Maintains a time log of activities and other records necessary. 2. Makes effective use of time. 3. Provides appropriate positive feedback. 4. Provides clear explanations. 5. Reinforces good learning/study habits. 6. Demonstrates effective writing and speaking skills. 7. Follows directive of Classroom/SPED/Title Teachers.

**INSTRUCTIONAL ASSISTANCE**

1. Carries out remedial/developmental activities as directed by the certificated person in charge. 2. Handles and small group supervision. 3. Measures and charts behaviors for each target student as directed by the person in charge. 4. Makes observation reports to teachers. 5. Assists teachers/specialists in collection and preparation of instructional materials and equipment.

**PROFESSIONAL GROWTH**

1. Reads professional materials and attends conferences/workshops. 2. Contributes appropriately at staff meetings. 3. Uses outside resources for instruction. 4. Is aware of current events/trends. 5. Accepts operational responsibilities. 6. Applies personal knowledge to classroom. 7. Demonstrates professional ethics.

**GENERAL RESPONSIBILITIES**

1. Carries out all assigned responsibilities. 2. Is punctual and well-groomed. 3. Uses common sense and humor. 4. Carries a positive attitude toward students. 5. Is accepting of others. 6. Demonstrates positive leadership skills. 7. Refers problems/questions to appropriate personnel. 8. Respects confidentiality.

**SUMMARY**

	<b>MEETS DISTRICT STANDARDS</b>	<b>BELOW DISTRICT STANDARDS</b>
<b>COMM. SKILLS &amp; RELATIONSHIPS</b>		
<b>PERSONAL CHARACTERISTICS</b>		
<b>EMPLOYMENT PERFORMANCE</b>		
<b>INSTRUCTIONAL ASSISTANCE</b>		
<b>PROFESSIONAL GROWTH</b>		
<b>GENERAL RESPONSIBILITIES</b>		

**General Comments and Recommendations:**

Signature \_\_\_\_\_  
Para-Professional

Signature \_\_\_\_\_  
Administrator

Date \_\_\_\_\_

If any checks are in the Below District Standards column, improvement of instruction sheet must be attached to this report. Signing this form indicates only that the observation has been discussed. Para-professional may comment on an attached page.

**FREEMAN PUBLIC SCHOOLS  
ADAMS, NEBRASKA**

**Secretary Evaluation Report**

**Secretary:**

**Date:**

**Administrator:**

Observer will look for:

**SECRETARIAL DUTIES**

1. Keeps attendance records for grades 7-12. 2. Types bulletins and announcements and other such information requested by administration. 3. Types correspondence and forms as directed by administration. Prepares newsletter for printing and mailing to district patrons. 5. Issues admit slips and permits to leave the building as needed. Files excuses, etc. 6. Mails mid-term reports to parents at mid-point of each quarter. 7. Prepares report cards at end of each nine weeks and records attendance on all report cards. Provides general first-aid for students in the absence of the school nurse. 9. Prepares all outgoing mail and takes it to the post office. 10. Organizes programs for printing for various activities, programs, etc. 11. Inventories store room and orders supplies. 12. Types student registration cards, schedules, class lists, etc.

**MAINTAINING FUNDS**

1. Prepares cash boxes and receipts monies for all athletic/activity events. 2. Handles purchase orders. 3. Checks in supply and book orders and verifies receiving for payment purposes. 4. Collects and receipts money for hot lunch program. 5. Issues free and reduced lunch information. 6. Reports daily lunch counts to kitchen and records lunch tallies. Writes activity checks.

**STUDENT, TEACHER AND SUBSTITUTE ATTENDANCE**

1. Keeps records of student absences and tardies and reports this information to administration periodically. 2. Makes sure students sign in and sign out when reporting late or leaving early. 3. Contacts substitute teachers upon request. 4. Does paperwork involved with staff absences and substitute teachers. 5. Makes sure substitutes are in the building and in assigned areas.

**RECEPTIONIST DUTIES**

1. Answers phone, directs calls, and takes messages. 2. Greets visitors and inquires as to their business at the school, directing them to the appropriate personnel.

**GENERAL RESPONSIBILITIES**

1. Knowledgeable of school and district rules and regulations. 2. Maintains a physical environment conducive to successful operations. 3. Observes and promotes ethics of the profession. 4. Manages time well. 5. Is punctual, well-groomed and positive. 6. Performs well under stressful situations. 7. Complies with administrative decisions. 8. Is friendly and courteous. 9. Demonstrates self-control and a command of the English language. 10. Responds positively to constructive criticisms.

Secretary, Con't

