

Name		Appraisal period					
Position: Special Needs Attendant		Department :	Transp	ortation			
Аррі	raiser	Title: Route Program Manager					
Ratin	g scale: Please circle the appropriate re	sponse.					
In Pro Belov	s or Exceeds - Performance meets or exce ogress - Growth is evident = 2 w Expectations - Performance does not me applicable - Performance is not expected =	et expectations = 1	3				
Directions: Use the above descriptors to rate each applicable skill. Determine the overall job performance by reviewing all ratings.							
Ge	neral Skills						
1.	Acts for the safety and security for self an	d others	1	2	3	N/A	
2.	Follows district policies and procedures		1	2	3	N/A	
3.	Works cooperatively with others		1	2	3	N/A	
4.	Follows attendance rules for AM & PM ro	utes	1	2	3	N/A	
5.	Follows attendance rules for midday route	es	1	2	3	N/A	
6.	Completes assignments on time and accu	urately	1	2	3	N/A	
7.	Follows oral and written instructions		1	2	3	N/A	
8.	Uses, maintains, and stores work materia	I properly	1	2	3	N/A	
9.	Participates in meetings, training, and spe	ecial events	1	2	3	N/A	
10.	Demonstrates appropriate job knowledge		1	2	3	N/A	
11.	Operates vehicle equipment in a safe ma	anner	1	2	3	N/A	
12.	Communicates effectively		1	2	3	N/A	

## Specialized Skills

1.	Manages student behavior problems appropriately	1	2	3	N/A	
2.	Assists in pre & post-trip maintenance checks	1	2	3	N/A	
3.	Interacts appropriately with parents and with studer	nt riders 1	2	3	N/A	
4.	Uses specialty equipment correctly	1	2	3	N/A	
5.	Insures that each student rider has a proper secure system	ment 1	2	3	N/A	
6.	Physically exits the bus to assist elementary studen those students designated for this assistance	ts and 1	2	3	N/A	
Pe	rformance goals:					
	neral comments:					
 	erall performance rating (check one)					
	Exceeds expectations In progress	Below e>	pectations	5		
Thi	s appraisal has been discussed with me by my supe	rvisor. I have read	and recei	ved a cop	by of it.	
Em	ployee signature Date A	ppraiser signature	)		Date	
	R	Reviewer signature			Date	