

**NICE Community School District
AFSCME PROFESSIONAL EVALUATION FORM**

Name:	Position	Date of Evaluation:	Year:	Overall Rating: 1 2 3		
Criteria		Exceeds Expectations (1)	Meets Expectations (2)	Needs Improvement (3)	Comments	
Demonstrates performance of all job duties as described in job description to meet established district standards. (For Transportation personnel, please also refer to critical job performance criteria in table 1.)						
Maintains established district and building policies, procedures and data.						
Dresses and acts professionally.						
Accepts responsibility and demonstrate initiative.						
Displays a positive attitude when communicating with students, staff and parents.						
Is conscientious when handling privileged/ confidential information and uses utmost discretion when working with sensitive issues.						
Completes work thoroughly, accurately and according to specifications; produces correct, neat, and complete work; prepares and maintains records which are accurate and readily accessed.						
Punctuality – Arrives on-time to work and follows the daily schedule.						
Completes jobs efficiently and timely utilizing available resources.						
Employee Comment (Optional)						

Evaluator (Name/Title)

Signature

Employee Signature

Table 1

	Acceptable	Needs Improvement		Acceptable	Needs Improvement		Acceptable	Needs Improvement
Pre-Check of Bus			Use of 2-way radio			Patience when Driving		
Driving Record			Proper Use of Warning Lights			Ability to Control Bus		
Driving Habits			Proper Procedures @ RR X			Care of Bus		
Control Students on Bus			Loading/Unloading			Record Keeping		
			Observe Speed Limits					