

Uintah School District
 Classified Evaluations
 Bus Drivers and Maintenance Workers

Name _____ Job Title _____

Evaluator _____ Position: _____ Date _____

Procedures:

Evaluation: Each classified employee shall be evaluated once every year unless the supervising administrator determines an immediate need for remediation in one or more areas. The evaluator shall be the employee's supervisor, principal, or someone appointed by the superintendent.

Definitions:

1. Outstanding: A criterion marked outstanding is one in which the employee is clearly superior in job performance, individual initiative, performance skills, and ability to work effectively without direct supervision.
2. Well Functioning: A criterion marked well functioning is a positive criterion in which the employee is functioning at or above average.
3. Needs Improvement: A criterion marked needs improvement is an area where growth in performance must be demonstrated. (If graded needs improvement, please elaborate on next page.)
4. Unsatisfactory: A criterion marked unsatisfactory is one in which the employee is functioning at an **unacceptable** level. (If graded unsatisfactory, please elaborate on next page.)
5. Not Evaluated or Not Applicable: A criterion marked in this column is not appropriate to be observed.

Factors for All Employees

	-1-	-2-	-3-	-4-	-5-
1. Observes work hours.					
2. Regular attendance.					
3. Appropriate dress and grooming.					
4. Complies with district rules.					
5. Demonstrates good safety practices.					
6. Demonstrates necessary job skills.					
7. Demonstrates good judgment.					
8. Demonstrates good pupil relations.					
9. Has knowledge of work.					
10. Uses appropriate language.					
11. Meets deadlines.					
12. Accepts direction.					

13. Accepts change.					
14. Is effective in emergencies.					
15. Plans and organizes work detail.					
16. Operates and cares for equipment.					
17. Shows initiative.					
18. Has a positive attitude.					
19. Gets along and works well with others.					
20. Uses time efficiently.					
21. Self education relating to job.					

Additional Factors for All Employees in Supervisory Positions:

21. Demonstrates ability to plan and organize work of others.					
22. Demonstrates productivity.					
23. Practices good leadership skills.					
24. Provides training and instruction.					
25. Practices economy in operating procedures.					

Summary EVALUATION STATEMENT: _____

Record JOB STRENGTHS: _____

Record specific IMPROVEMENT PROGRAMS to be undertaken, as needed during the next evaluation period: _____

Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance if employee has received a prior evaluation: _____

Employee's comments: _____

I agree with the evaluation _____ I disagree with the evaluation _____

Employee's signature _____ Date _____

Evaluator's signature _____ Date _____