

School District of DeSoto County
Instructional Support Evaluation Form – School Bus Driver

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Uses good judgement in writing referrals to discipline students, identified the specific violations, etc. • Uses appropriate techniques in maintaining order among students on the bus. • Provides careful and close supervision of students. • Demonstrates an understanding in use and care of vehicles. • Demonstrates proficiency in defensive driving techniques. • Adheres to federal, state, and local regulations affecting position/duties. • Completes walk-around and safety inspection. • Reports all mechanical vehicle needs promptly in writing. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Attends safety meetings and preschool training. • Completes necessary reports accurately and submits them on time. • Demonstrates willingness to help in emergencies. • Maintains a clean bus. • Follows written and oral instructions. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and displays interest in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communications to students, staff, parents, administrators, and public. • Demonstrates effective oral communication to students, staff, parents, administrators, and public. 			
Personal Attributes: <ul style="list-style-type: none"> • Seeks to continuously develop job skills. • Exhibits a positive attitude toward work. • Demonstrates willingness to adapt. • Accepts feedback and criticism constructively. • Works effectively with and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Demonstrates initiative. • Wears assigned uniform and is well groomed. • Uses good judgement. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			

Overall Evaluation: Satisfactory Unsatisfactory

Signature of Evaluator

Date

Signature of Employee

Date

The signature of the employee indicates that he/she has read this evaluation and does not necessarily imply agreement.

School District of DeSoto County
Instructional Support Evaluation Form – Custodian, Maintenance, Supply and Other Trades

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Demonstrates appropriate use of tools and equipment. • Follows appropriate procedures for requesting materials. • Follows appropriate estimating requirements for each job. • Understands and executes proper paperwork as required. • Adheres to federal, state, and local rules and regulations affecting position/duties. • Properly maintains and cares for tools, equipment, including vehicles and materials. • Maintains a safe and orderly work area. • Reports safety deficiencies. • Takes appropriate action to correct safety deficiencies. • Operates vehicles and other equipment in a safe manner. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Secures tools, equipment and vehicles. • Completes assigned tasks effectively and efficiently. • Follows oral/written directions and work schedules. • Completes appropriate follow-up actions. • Effectively plans, schedules, and monitors work. • Participates in department/school/district meetings/training workshops. • Achieves expected results with few errors. • Follows prescribed clean-up techniques. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and displays interest in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communications to students, staff, parents, administrators, and public. • Demonstrates effective oral communication to students, staff, parents, administrators, and visitors. 			
Personal Attributes: <ul style="list-style-type: none"> • Exhibits a positive attitude toward work. • Accepts feedback and criticism constructively. • Works effectively with, cooperates with, and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Demonstrates initiative. • Wears assigned uniform and is well groomed. • Uses good judgement. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			

Overall Evaluation: Satisfactory Unsatisfactory

Signature of Evaluator

Date

Signature of Employee

Date

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School District of DeSoto County
Instructional Support Evaluation Form – Food Service Workers and Other Similar Positions

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Shows adaptability to duties. • Maintains high standards in quality food preparation. • Practices high standards in sanitation care of equipment. • Helps merchandise food in an appropriate manner. • Practices proper use and care of equipment. • Follows accuclaim regulations and school food service policies. • Paperwork is complete and accurate. • Follows standardized recipes. • Able to complete tasks using assigned speed level. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Follows written and oral work schedules. • Exhibits dependability. • Is cooperative and flexible. • Shows initiative to improve services to students. • Participates in staff improvement meetings/training workshops. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and genuine concern in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communications to students, staff, parents, administrators, and visitors. • Supports projects and communicates with supervisor to expediate completion of School/department/district goals. 			
Personal Attributes: <ul style="list-style-type: none"> • Exhibits a positive attitude toward work. • Accepts feedback and criticism constructively. • Works effectively with, cooperates with, and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Demonstrates initiative. • Wears assigned uniform and is well groomed. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			

Overall Evaluation: Satisfactory Unsatisfactory

Signature of Evaluator

Date

Signature of Employee

Date

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School District of DeSoto County
Instructional Support Evaluation Form – Office Personnel

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Demonstrates skill in keyboarding and use of related office equipment • Adheres to federal, state, and local rules and regulations affecting position/duties. • Demonstrates ability to learn new job-related skills with routine training. • Demonstrates knowledge of where to obtain job-related information within school district. • Effectively plans, schedules, and prioritizes work to meet deadlines. • Completes assigned work in a timely manner. • Demonstrates attention to detail by completing work accurately. • Utilizes a system of accessing specific information and demonstrates capability for retrieving and delivering information. • Maintains a safe and orderly work area. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Follows oral/written directions and work schedule. • Exhibits dependability. • Cooperates with others to facilitate school/department/district goals. • Shows initiative to improve services. • Participates in department/school/district meetings/training workshops. • Completes appropriate follow-up actions. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and displays interest in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communications to students, staff, parents, administrators, and visitors, in person and on the telephone. • Demonstrates sensitivity to the confidentiality of records/information. • Proofreads and edits all work to ensure that it is accurate and grammatically correct. • Monitors and supports projects and communicates with supervisor to expedite completion of school/department/district goals. 			
Personal Attributes: <ul style="list-style-type: none"> • Seeks to continuously develop job skills. • Exhibits a positive attitude toward work. • Demonstrates willingness to adapt. • Accepts feedback and criticism constructively. • Works effectively with and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Demonstrates initiative. • Dresses in an appropriate manner and is well groomed. • Uses good judgement. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			

Overall Evaluation: Satisfactory Unsatisfactory

Signature of Evaluator

Date

Signature of Employee

Date

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School District of DeSoto County
Instructional Support Evaluation Form – Paraprofessional and Teacher Assistant

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Demonstrates ability to learn new job-related skills. • Adhere to federal, state, local rules and regulations affecting position/duties. • Uses appropriate techniques in maintaining order among students. • Provides careful and close supervision of students. • Performs assigned duties. • Demonstrates knowledge of skills in effectively serving the needs of students. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Cooperates with others to facilitate school/department/district goals. • Follows written and oral directions and work schedules. • Shows initiative to improve job performance. • Participates in department/school/district meetings/training workshops. • Completes assigned work/tasks efficiently and effectively. • Completes appropriate follow-up actions. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and displays concern in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communication to students, staff, parents, administrators, and visitors, in person and on the telephone. • Demonstrates sensitivity to the confidentiality of records/information. • Proofreads and edits all work to ensure that it is accurate and grammatically correct. • Monitors and supports projects and communicates with supervisor to expedite completion of school/department/district goals. 			
Personal Attributes: <ul style="list-style-type: none"> • Seeks to continuously develop job skills. • Exhibits a positive attitude toward work. • Demonstrates willingness to adapt. • Accepts feedback and criticism constructively. • Works effectively with and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Dresses in an appropriate manner and is well groomed. • Uses good judgement. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			

Overall Evaluation: Satisfactory Unsatisfactory

Signature of Evaluator

Date

Signature of Employee

Date

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School District of DeSoto County
Instructional Support Evaluation Form – Professional, Technical Personnel

NAME:	
SCHOOL/DEPARTMENT:	JOB TITLE:
CONTRACT STATUS: <input type="checkbox"/> CONTINUING CONTRACT (CC) <input type="checkbox"/> PROBATIONARY CONTRACT	

JOB DIMENSION	E	NI	U
Technical Knowledge and Job Skills: <ul style="list-style-type: none"> • Demonstrates a level of training in his/her ability to use technical information. • Adheres to federal, state, and local rules and regulations affecting position/duties. • Applies new job-related information in work assignments. • Demonstrates knowledge of where to obtain job-related information within school systems. • Effectively plans, schedules, and prioritizes work to meet deadlines. • Completes assigned work in a timely manner. • Demonstrates attention to detail by completing work accurately. • Develops a system of access to specific information and demonstrates capability for retrieving and delivering information. • Uses technical language/jargon of the job. • Prepares detailed/technical reports. • Performs duties using safe techniques and helps to maintain a safe environment. 			
Professional Qualities: <ul style="list-style-type: none"> • Follows oral/written directions and work schedules. • Exhibits dependability. • Cooperates with others to facilitate school/department/district goals. • Shows initiative to improve services. • Participates in department/school/district meetings/training workshops. • Completes appropriate follow-up actions. 			
Tolerance for Stress: <ul style="list-style-type: none"> • Performs job with stability under pressure and/or opposition. • Exercises patience and displays interest in dealing with students, parents, other employees, and the public. 			
Communication: <ul style="list-style-type: none"> • Demonstrates positive, courteous manner, including gestures and nonverbal communications to students, staff, parents, administrators, and visitors, in person and on the telephone. • Demonstrates sensitivity to the confidentiality of records/information. • Proofreads and edits all work to ensure that it is accurate and grammatically correct. • Monitors and supports projects and communicates with supervisor to expedite completion of school/department/district goals. 			
Personal Attributes: <ul style="list-style-type: none"> • Seeks to continuously develop job skills. • Exhibits a positive attitude toward work. • Demonstrates willingness to adapt. • Accepts feedback and criticism constructively. • Works effectively with and supports others. • Performs daily performance responsibilities, requiring minimal supervision. • Demonstrates initiative. • Dresses in an appropriate manner and is well groomed. • Uses good judgement. 			
Attendance: <ul style="list-style-type: none"> • Maintains good attendance and is punctual. 			
<i>E = Effective Performance NI = Needs Improvement U = Unsatisfactory</i>			

Overall Evaluation: Satisfactory Unsatisfactory

Signature of Evaluator _____

Date _____

Signature of Employee _____

Date _____

The signature of the employee indicates that he/she has read this evaluation and does not necessarily imply agreement.