

**Putnam Valley Central School District  
Putnam Valley, New York**

**Civil Service Employee Review  
School Bus Monitor, Cafeteria Monitor, Campus Monitor**

Employee \_\_\_\_\_ Job Title \_\_\_\_\_

Building & Department \_\_\_\_\_

Evaluator \_\_\_\_\_ Evaluation Date \_\_\_\_\_

	Meets or Exceeds Expectations	Needs Improvement (Requires Comment)	Not Applicable	Comments
<b>Quality of Work</b>				
Accuracy				
Reliability				
Initiative				
Efficiency				
Organization skills				
Decision making				
Knowledge of job				
Follows directions				
Productivity				
<b>Dependability</b>				
Attendance				
Punctuality				
Responsiveness				
Availability				
Leadership				
Cooperation				
<b>Attitude Toward Work</b>				
Interest in job safety				
Confidentiality				
Compatibility with Peers, Administrators and Public				
Appearance				
Care of equipment				
Adaptability				
Judgment/Tact				

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Job Related Skills	Meets or Exceeds Expectations	Needs Improvement (Requires Comment)	Not Applicable	Comments
<b>School Bus Monitor</b>				
Seats and places student passengers as required				
May operate a lift to load and unload handicapped student passengers and secures restraint devices and wheelchair locks				
Maintains order on bus and makes certain that student passengers are seated while bus is in motion				
Assists students and driver as needed				
<b>Cafeteria Monitor</b>				
Seats children in school lunch room and/or auditoriums				
Maintains order and prevents or intercedes in arguments or scuffles				
Assigns tables in a school lunch room and sees that children eat and behave in an orderly fashion				
Directs children in hallways between classrooms				
Maintains order on play grounds and may suggest games or planned use of time				
Helps keep desks and tables clear and clean				
<b>Campus Monitor</b>				
Directs students to classrooms in a timely fashion				
Seeks to foster a climate of respect in the hallways				
Anticipates student conflicts and intercedes				
Maintains order as students are moving between periods				
Encourages students to take pride in their school by requiring students to be responsible citizens				

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Performance Strengths

Recommendations for Improvement/Professional Growth

Employee's Comments and Goals

<b>Overall Performance:</b>	<b>Meets/Exceeds Expectations</b>	<b>Needs Improvement*</b>

\*A check in this column requires the supervisor/evaluator to develop a plan with the employee by which s/he can address the identified deficiencies. The evaluator and the employee will meet regularly about the plan and evaluate progress toward remediation after one year.

Evaluator's Signature \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date of Conference Discussion \_\_\_\_\_

*Please sign and return this form to the supervisor within five working days of receipt. It is understood your signature does not necessarily constitute agreement with its contents. After proper service upon the employee, the District has the right to file material without signature.*