# SCHOOL DISTRICT OF GADSDEN COUNTY

## COMPUTER / TECHNOLOGY SPECIALIST

PERFORMANCE APPRAISAL

**Name** _____ **Position** _____

**School / Dept.** _____ **School Year**_____

## 1. SERVICE DELIVERY

### Category Definitions

1. Recommend the purchase of material for the implementation and improvement of computer instruction in the school.
2. Coordinate the distribution of computer hardware and software in the school.
3. Maintain and trouble-shoot local area networks.
4. Supervise network usage, education, configuration, expansion, and maintenance with appropriate staff, consultants and other personnel.
5. Install software and hardware on network and configure individual work stations.
6. Become familiar with software used by each teacher or staff member.
7. Ensure that system backups are performed on a timely basis and arrange for proper storage and documentation.
8. Maintain network security levels and monitor user ID's.
9. Handle technology problems and situations as they arise.
10. Provide initial training and update training to teachers, administrators and paraprofessionals who use Success Maker software.
11. Provide support to all schools for intervention, troubleshooting, reports analysis, questions and needs in implementing.
12. Set up and secure the Success Maker Program.
13. Monitor and make adjustments to improve implementation procedures to best benefit students.
14. Provide assistance in the repair of hardware and software.
15. Provide recommendation for correlation of courseware to state academic standards.

**Source Code** (circle choices)

| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|---|---|---|---|---|---|

**Rating Code** (circle one)

| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|---|---|---|---|---|

## COMPUTER / TECHNOLOGY SPECIALIST (Continued)

### 2. EMPLOYEE QUALITIES / RESPONSIBILITIES

**Category Definitions**

16. Keep abreast of educational trends regarding computer-assisted instruction and advances in electronics and technology.
17. Maintain confidentiality regarding all matters related to assignment.
18. Participate in workshops and training sessions as required.
19. Maintain work area in a safe and secure manner.
20. Provide for positive communication among staff.
21. Model and maintain high ethical standards.
22. Follow attendance and proper dress rules as required.

**Source Code** (circle choices)

| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|---|---|---|---|---|---|

**Rating Code** (circle one)

| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|---|---|---|---|---|

### 3. SYSTEM SUPPORT

**Category Definitions**

23. Provide for staff development in the use of the computer as an instructional tool.
24. Work with curriculum committees to develop or procure computer programs to meet instructional objectives.
25. Represent the school computer education program to the public through computer workshops and other presentations.
26. Evaluate, on an annual basis, the overall computer education program of the school and make recommendations regarding the program to the principal.
27. Submit quarterly reports to the Superintendent, Directors and Principals on student performance.
28. Perform other duties as assigned.

**Source Code** (circle choices)

| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|---|---|---|---|---|---|

**Rating Code** (circle one)

| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|---|---|---|---|---|

## COMPUTER / TECHNOLOGY SPECIALIST (Continued)

### 4. WORKSITE SERVICE STANDARDS

**Control Dimension**

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)
**An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.**

**Source Code** (circle choices)

| A. | Behavioral Event Interview | B. | Direct Documentation | C. | Indirect Documentation | D. | Training Programs Competency Acquisition | E. | Evaluatee Provided | F. | Confirmed Observation |

**Rating Code** (circle one)

Unsatisfactory    Needs Improvement    Effective    Very Effective    Outstanding

### 5. ASSESSMENT AND OTHER SERVICES

**Control Dimension**

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)
**An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.**

**Source Code** (circle choices)

| A. | Behavioral Event Interview | B. | Direct Documentation | C. | Indirect Documentation | D. | Training Programs Competency Acquisition | E. | Evaluatee Provided | F. | Confirmed Observation |

**Rating Code** (circle one)

Unsatisfactory    Needs Improvement    Effective    Very Effective    Outstanding

## COMPUTER / TECHNOLOGY SPECIALIST (Continued)

<u>**OVERALL RATING: (enter total scores)**</u>

Input from parents and teachers was collected and analyzed in preparation of this report.

**Unsatisfactory _____    Needs Improvement _____    Effective _____    Very Effective _____    Outstanding _____**

**Comments of the Evaluatee:**
_____
_____
_____
_____

**Comments of the Evaluator:**
_____
_____
_____
_____

**This evaluation has been discussed with me:  Yes \_\_\_\_\_    No \_\_\_\_\_**

_____
**Signature of Evaluatee                      Date**

_____
**Signature of Evaluator                      Date**