

**STUDENT INFORMATION SYSTEMS TECHNICIAN
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

School Climate

- _____ 1. Become skilled and proficient at navigating Skyward on the features, options, and information for assisting customers.
- _____ 2. Provides help-desk support to parents, teachers, students and staff on Skyward related login issues.
- _____ 3. Refers questions related to Skyward SIS processes and procedures to the Data Quality Team.
- _____ 4. Prepares the SIS for future scheduling of course requests by creating student wish lists.
- _____ 5. Responsible for the coding and deployment of Skyward Custom Forms; coordinates with the technology department to automate the sharing of information.
- _____ 6. Under the supervision of the Director, customizes the SIS using Skycode conventions.
- _____ 7. Manages the New Student Online Enrollment (NSOE) module; troubleshoots any program areas of concern.
- _____ 8. Manages the Family and Student access modules; rolls over modules as needed.
- _____ 9. Manages the department and assigned district web pages.
- _____ 10. Creates interactive forms using Excel, Word, and/or Adobe Professional.

- ____ 11. Creates district specific video tutorials for parents, students, and teachers focusing on the use of the SIS.
- ____ 12. Receives and processes Credit-by-Exam results; records grades in the student information system (SIS).

COMMENTS: _____

Files

- ____ 13. Maintains department's physical and computerized files.
- ____ 14. Prepares and processes purchase orders; performs routine bookkeeping tasks; assists director with budget preparation; maintains department budget.

COMMENTS: _____

Ethics

- ____ 15. Reports any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- ____ 16. Safeguards against unauthorized access to assigned computer system and electronic data.
- ____ 17. Coordinates security and account clearance settings for Skyward SIS.
- ____ 18. Maintains confidentiality of all data and files.

COMMENTS: _____

Other

- ____ 19. Performs other short-term duties and responsibilities as assigned.

COMMENTS: _____

What strengths does _____ possess?
