

**NETWORK ADMINISTRATOR
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee'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

Network Management

- ____ 1. Identifies and resolves network hardware and software problems.
- ____ 2. Installs and tests network hardware, software, and upgrades.
- ____ 3. Performs routine preventative maintenance on hardware.
- ____ 4. Implements and maintains all system configurations.
- ____ 5. Coordinates and monitors system utilization; recommends improvements as needed.

COMMENTS: _____

Network Security

- ____ 6. Ensures network security by maintaining network, Internet, and E-mail accounts.

____ 7. Implements backup procedures to ensure that backup of all networks and workstations are performed on a regular basis.

____ 8. Oversees tape backups and restores district data as needed.

____ 9. Assists with development and implementation of a disaster recovery plan.

COMMENTS: _____

Technical Support

____ 10. Serves as liaison to software and hardware vendors to maintain appropriate product support.

____ 11. Maintains network design and configuration documentation.

____ 12. Provides assistance to end users to identify and correct equipment and software related problems.

____ 13. Identifies and recommends the acquisition of software and hardware to meet the automation and networking needs of district staff.

____ 14. Compiles, maintains, and files all physical and computerized reports, records, and other documents required.

____ 15. Complies with policies established by federal and state law, State Board of Education rule, and local board policy.

COMMENTS: _____

Other

____ 16. Performs other duties assigned by supervisor.

____ 17. Maintains confidentiality of information.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

Administrator (Print Name)

Date

Administrator (Signature)

Date

Employee's Signature

Date