

**MULTIMEDIA PRODUCTION COORDINATOR
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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ____1. Administers SFDRICISD websites including updates and designs, manages web content on district internet and intranet web sites and web-based delivery systems and services.
- ____2. Develops and applies organizational web presence policies and quality control standards districtwide.
- ____3. Designs web-based or other user-friendly front-ends for school and district websites.
- ____4. Coordinates development and delivery of district and school website development projects, video productions.
- ____5. Defines the nature and scope of web and video project needs.
- ____6. Develops proposals, manages projects, establishes priorities, timelines and processes for completion of district web development and video production projects.
- ____7. Provides leadership for the technical and creative design, development and delivery of web development and video production projects.
- ____8. Administrates and maintains Internet development and production servers and software systems.
- ____9. Coordinates web material to ensure consistency in style, tone, and quality of district's web sites.

- ____10. Develops and maintains systems to support posting and updating web material.
- ____11. Coordinates graphic design, Internet architecture, infrastructure, hardware and software applications and systems; effective Internet development tools and practices; configuration and management of Internet servers; web system design and maintenance strategies.
- ____12. Broadcasts board meetings and live events and record events for new programs or archiving.
- ____13. Coordinates and approves scheduling of SPC events pursuant to established district policies and procedures.
- ____14. Identifies the needs for each event and exercise leadership in planning and implementing facility and equipment preparation, including accommodations for special needs, access requirements, hearing impaired listening devices, and lightening and sound equipment needs.
- ____15. Prepares and manages operating budget for the SPC.
- ____16. Develops and implements operating policies and procedures to ensure efficient operation of the SPC.
- ____17. Oversees all maintenance in the SPC.

COMMENTS: _____

MAJOR RESPONSIBILITIES AND DUTIES

Ability to:

- ____18. Plans, organizes and controls assigned projects.
- ____19. Develops and maintains cooperative working relationships with staff, user community, and others contacted through job.
- ____20. Solves practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- ____21. Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.
- ____22. Serves as liaison with staff to monitor and ensure control of SPC events and performances.
- ____23. Promotes and manages events (not performances), conferences, functions etc; liaising with external hirers, in-house staff and coordinating all activity relating to the events.
- ____24. Oversees events for other departments ie press nights, campus events etc.
- ____25. Collaborates on establishing a sound design for district events.

COMMENTS: _____

Safety

- ____26. Operates tools and equipment according to prescribed safety procedures.
- ____27. Follows established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.

- ____28. Corrects unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.
- ____29. Responds to after-hours emergencies as needed.

COMMENTS: _____

Other

- ____30. Performs other duties assigned by supervisor.
- ____31. Maintains confidentiality of information.
- ____32. Reports to work on time, dependable
- ____33. Self-motivated, stays on task

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:

