

**Instructional Technology 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

Technology

- ____ 1. Developing and delivering technical training sessions and workshops
- ____ 2. Working with a wide range of multimedia software including, audio, video, web, animation, and photo to develop materials for online, hybrid, and face to face courses
- ____ 3. Developing instructional web and media-based interactive learning objects (tutorials, demos, training modules)
- ____ 4. Assisting in the development and maintenance of the department's web presence
- ____ 5. Troubleshooting technical course design issues with faculty
- ____ 6. Conducting research to identify potential applications for new and emerging instructional technologies
- ____ 7. Supporting an online learning management system
- ____ 8. Collaborating with co-workers, on departmental and district-wide projects
- ____ 9. Participating on District committees

- ____ 10. Researching and identifying grant opportunities relevant to instruction, faculty support and online programs
- ____ 11. Designing and developing print and web based user documentation
- ____ 12. Conducting software training sessions for students and teachers
- ____ 13. Assisting in the supervision of campus liaisons
- ____ 14. Assisting in the operation and maintenance of the various instructional technology programs in use such as DMAC, Renaissance, Destiny, etc...
- ____ 15. Develop specific strategies to implement a digital learning environment via 'one to one' initiatives
- ____ 16. Train campus and district staff to use hand held devices (tablets, laptops, ereaders) integrated with instructional methodologies to maximize the effectiveness of the digital learning concept.

COMMENTS: _____

Instructional

- ____ 17. Develop instructional technology materials to be used by educators and instructors.
- ____ 18. Plan and conduct teacher training programs and conferences dealing with new classroom procedures, instructional technology materials and equipment, and teaching aids.
- ____ 19. Update the content of educational programs to ensure that students are being trained with equipment and processes that are technologically current.
- ____ 20. Assist classroom teachers with various instructional models, classroom management, and lesson plan development.

COMMENTS: _____

Other

- ____ 21. Performs other duties assigned by supervisor.
- ____ 22. 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's Signature

Date

Employee's Signature

Date