DIRECTOR, TECHNOLOGY
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

Technology and Information Management

_____1.   Develops and implements district standards and specifications for hardware and software use.

_____2.   Develops and implements a district wide computer-networking plan.

_____3.   Coordinates support between the education service center and district staff, including programming, application support, and end-user support.

_____4.   Manages, directs, and assigns priorities and personnel to major projects to ensure attainment of district and department goals and objectives.

_____5.   Oversees the installation, maintenance, and repair of all computer hardware and software throughout the district.

_____6.   Assists with the implementation of staff development in the area of information management and technology; makes presentations as needed.

_____7.   Develops and implements a disaster recovery plan.

_____8.   Develops and coordinates a continuing evaluation of information and technology services and implements changes based on the findings.

COMMENTS:_____

_____

Policy, Reports, and Law

_____9.   Compiles, maintains, and files all physical and computerized reports, records, and other documents required.

COMMENTS:_____

_____

Budget and Inventory

_____10.   Compiles budget and cost estimates based upon documented program needs.

_____11.   Participates in contract negotiations for computer hardware, software, maintenance, and related services.

_____12.   Coordinates the purchase of all computer hardware, software, and supplies; initiates purchase orders and bids in accordance with budgetary limitations and district policies.

_____13.   Approves and forwards department invoices and purchase orders to accounting department.

_____14.   Recommends the disposal and replacement of obsolete equipment when necessary.

COMMENTS:_____

_____

Personnel Management

_____15.   Prepares, reviews, and revises job descriptions in the technology department.

_____16.   Develops training options and improvement plans to ensure exemplary operations in the technology area.

_____17.   Evaluates job performance of employees to ensure effectiveness.

_____18.   Recruits, trains, and supervises personnel and makes sound recommendations relative to personnel placement, transfer, retention, and dismissal.

COMMENTS:_____

_____

Other

_____19.   Attends professional growth activities to keep abreast of innovations in information management and technology services.

_____20.   Performs other duties assigned by supervisor.

_____21.   Maintains confidentiality of information.

COMMENTS:_____

_____

Supervisory Responsibilities

_____22.　　Supervises and evaluates the performance of programmer/analyst, network manager, help desk technician, computer technician, and department secretary.

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