

**SENIOR COMPUTER TECHNICIAN
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

General Duties

- _____ 1. Provides leadership, coaching, training, and supervision of Computer Technicians at the assigned level.
- _____ 2. Provides leadership in the implementation and management of policies and procedures for supporting end-user devices including the district's 1:1 program.
- _____ 3. Ensures that district and campus technical needs are met.
- _____ 4. Provides up to TIER III support for all technology systems district wide.
- _____ 5. Works cooperatively with district/campus leadership and external vendors to resolve issues.
- _____ 6. Provides regular updates and status reports to the appropriate supervisor.
- _____ 7. Stays up-to-date professionally through the selection of quality professional learning opportunities.
- _____ 8. Researches district policy, precedent, and current practices prior to taking action.
- _____ 9. Participates as an effective team member who contributes to district, department, and content goals.
- _____ 10. Demonstrates integrity and ethics.

- _____ 11. Displays proficient levels of technology applications.
- _____ 12. Utilizes time wisely for effective management of job responsibilities.
- _____ 13. Maintains punctuality in daily work times, appointments, and meetings.
- _____ 14. Meets task completion deadlines established by supervisor.
- _____ 15. Maintains friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
- _____ 16. Works cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
- _____ 17. Maintains a positive and professional tone in all communication (i.e. email, written, and verbal).

COMMENTS: _____

Other

- _____ 18. Performs other duties assigned by supervisor.

COMMENTS: _____

Supervisory Responsibilities

- _____ 19. Computer Technicians
Helpdesk Technicians

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