

**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?  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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Summative Conference Comments:

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**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