

**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 for the technology department to the Chief Administrative Officer.
- ____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 Database Manager, Network Administrator, Network Specialist, Help Desk Technician, Senior Computer 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