

Byron Public Schools

Performance Appraisal

Technology Specialist II

Employee's Name:

School:

Name of Evaluator:

Date:

I. Organization and Planning

<u>Evaluation of Performance</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Personal Goal</u>	<u>Needs Improvement</u>	<u>N/A</u>
A. Is punctual and regular in attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Utilizes work time efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Performs all assigned duties promptly, accurately, and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Demonstrates initiative and good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Performs other duties as appropriate and/or directed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

II. Interpersonal Relations and Communication

<u>Evaluation of Performance</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Personal Goal</u>	<u>Needs Improvement</u>	<u>N/A</u>
A. Creates an inviting and professional atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Maintains a cordial and effective relationship in meeting the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Demonstrates courtesy and professionalism in all communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Appropriately and effectively communicates with co-workers, teachers, administration, students, parents, and the general public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

III. Professional Responsibilities/Qualities

<u>Evaluation of Performance</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Personal Goal</u>	<u>Needs Improvement</u>	<u>N/A</u>
A. Maintains effective working relationships with other employees; works effectively as a team member; maintains positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Upholds standards of confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Demonstrates willingness to pursue professional development, training and growth opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Observes and promotes safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Demonstrates flexibility in work assignments and schedule; is available for altered work schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Demonstrates problem-solving skills and abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Adheres to and promotes School Board policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

IV. Knowledge and Performance of Job Responsibilities

<u>Evaluation of Performance</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Personal Goal</u>	<u>Needs Improvement</u>	<u>N/A</u>
A. Solves problems and performs maintenance on computer workstations and peripherals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Solves problems relating to local and basic wide area networking of computer workstations, including and Windows computers and file servers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Installs and configures new computers and peripherals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Maintains networking equipment including, but not limited to, hubs, switches, ethernet wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Assists teachers in using computer technology in the classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Assists library media specialists in using library media technologies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Installs new or updates of software on school computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Keeps informed on the latest technologies, practices, and programs in the computer field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Examines and reviews computer hardware and software to teachers, library media specialists and administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Maintains written/electronic records of work done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Manages and updates building's hardware inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Goals for 2010-11 School

- 1.
- 2.
- 3.
- 4.

I have read this evaluation.

Evaluator's Signature

Employee's Signature