

Technology Coordinator Performance Evaluation

Employee _____

Date of Evaluation _____

Evaluator _____

“All areas will be averaged together for a total summative rating of satisfactory or unsatisfactory”

Scoring: average score of all twenty-one skills should be 1.7 or higher for a satisfactory rating OR four or more unsatisfactory ratings in one category results in an unsatisfactory rating.

Performance Skill	Unsatisfactory	Satisfactory
<u>Attendance</u>		
1. Arrives and departs from work as per contract regulations.		
2. The employee has been absent from work ___ days due to excused absences, and ___ days due to unexcused absences.		
<u>Technological Aspects</u>		
1. Installation, set up, and daily operation of the cooperative network and workstation hardware.		
2. Upgrades to system hardware and software.		
3. Establishing and updating the cooperative hardware and software inventory on a timely basis, including registration and supervision of all technology licensed software.		
4. Attends and represent the cooperative at all necessary area and regional technology meetings.		

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5. Manages, updates, and backs up cooperative servers and Email system for central office and classroom computers.		
6. Manages cooperative internet access and integrity.		
7. Monitors cooperative usage of Email and internet by students, faculty and public; reports and violations of the integrity of the system to the administration for necessary discipline action.		
8. Maintain the virus protection software necessary to protect the cooperative's hardware and software.		
9. Maintains and updates all necessary paperwork regarding the internet and IP address, Email addresses, and telecommunications database of SESE.		
10. Provides in-service recommendations to administration regarding staff development and actually performs necessary staff development on an ongoing basis during teacher institute days and at other times as requested by administration.		
11. Works with central office staff to provide up-to-date training on technology.		

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12. Develop/maintain updated technology inventory, including a plan to rotate/dispose of outdated devices.		
13. Designs and implements plans for preventative maintenance.		
14. Prepares and submits accurate reports as required.		
Professional Responsibilities		
1. Strictly adheres to confidentiality practices.		
2. Takes steps toward professional self-improvement (attend/participate in all mandatory meetings/training, participate in in-service activities, seek out/attend professional development opportunities required to maintain professional educator licensure).		
3. Maintain appropriate/accurate/effective communications with colleagues, students, and member district personnel.		
Other Responsibilities		
1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.		

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2. Performs any other duties as deemed appropriate and necessary by the Director.		
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SUMMATIVE RATING OF PERFORMANCE: UNSATISFACTORY: _____ SATISFACTORY : _____

SUMMARY STATEMENTS:

EMPLOYEE COMMENTS:

Employer's Signature _____ Date _____

Employee's Signature _____ Date _____

I have seen the above report and had an opportunity to react to it, and have received a copy of the report. I understand that my signature merely acknowledges that I have examined the report, not that I necessarily agree with its contents.

This evaluation report shall be filed in the employee's personnel file.