SENIOR COMPUTER TECHNICIAN (CTE)
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. Works in collaboration with technology staff in installing, updating, or troubleshooting CTE specialized computer labs. CTE specialized labs include Business, Media Arts, Graphic Design, Health Science, and Engineering.

_____ 2. Provides cross training to technology computer staff in configuring specialized CTE software as needed. CTE specialized software included but not limited to: ZSpace, MS Office, Apple, Adobe, iCEV, Gemetrix, Quicken, Chief Architect, Eduthings, and Prometrics. Update yearly CTE student certification software programs as needed.

_____ 3. Provide leadership in the implementation and management of policies and procedures for supporting end-user devices including the district's 1:1 program.

_____ 4. Ensure that district and campus technical needs are met.

_____ 5. Provide support for all technology systems district wide.

_____ 6. Work cooperatively with district/campus leadership and external vendors to resolve issues.

_____ 7. Provide regular updates and status reports to the appropriate supervisor.

_____ 8. Stay up-to-date professionally through the selection of quality professional learning opportunities.

_____ 9.   Research district policy, precedent, and current practices prior to taking action.

_____ 10. Participate as an effective team member who contributes to district, department, and content goals.

_____ 11. Demonstrate integrity and ethics.

_____ 12. Display proficient levels of technology applications.

_____ 13. Utilize time wisely for effective management of job responsibilities.

_____ 14. Maintain punctuality in daily work times, appointments, and meetings.

_____ 15. Meet task completion deadlines established by supervisor.

_____ 16. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co- workers.

_____ 17. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.

_____ 18. Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).

COMMENTS: _____

_____

Other

_____19.   Performs other duties assigned by supervisor.

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