

**COMPUTER LAB MANAGER (PUBLIC), FEDERAL PROGRAMS
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

Instructional Support

- ____ 1. Assists parents in use of computers, printers, and instructional software and scanners.
- ____ 2. Works cooperatively with Federal Programs Director and Title I Evaluator/Supervisor to identify instructional software & GED Prep.
- ____ 3. Inputs data and maintains physical and computerized files on student enrollment, progress, attendance, and use of instructional programs including Basic—computer skills and GED Prep.
- ____ 4. Maintains computer lab in a neat and orderly manner including bulletin board, displays /van maintenance.
- ____ 5. Prepares schedules and lessons for classes.
- ____ 6. Reports van maintenance to the Title I Coordinator

COMMENTS: _____

Technical Support

- ____ 7. Performs computer backups on a regular basis / evaluate software

___ 8. Installs a variety of computer programs following complex written instructions from the technology department.

___ 9. Detects and arranges for maintenance and repair of computer equipment and van maintenance.

COMMENTS: _____

Student Management

___ 10. Manages student behavior in the computer lab.

___ 11. Helps supervise students during arrival and dismissal from scheduled class.

COMMENTS: _____

Other

___ 12. Assists with office and workroom clerical duties as needed.

___ 13. Participates in staff development, faculty meetings, and special events as needed.

___ 14. Organizes commencement ceremonies for class graduates.

___ 15. Performs other duties assigned by supervisor.

___ 16. Maintains confidentiality of information—court appointed students for GED-Prep courses.

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
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Administrator's Signature	Date
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Employee's Signature	Date
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