

**DATABASE MANAGER
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

Database Management

- _____ 1. Manage Student Information System (SIS) in the functions such as extracting exported data to 3rd party vendors, create API connectivity, monitor and set up SFTP protocols for SIS exports.
- _____ 2. Manage database uploads for instructional and assessment software and internal based programs (Destiny, Renaissance, DMAC, Lifetouch, Houghton Mifflin, Canvas, etc.)
- _____ 3. Provide technical assistance and training for campuses for student and staff log in for multiple systems (i.e. Canvas, GSMU, Skylert, etc.)

COMMENTS: _____

Student Information Systems (SIS)

- _____ 4. Conduct district training for use of functions of Student Information System (SIS passwords when requested by staff)
- _____ 5. Assist in training campus administrators, counselors, and data entry clerks as needed (i.e. 3rd party software).
- _____ 6. Coordinate and work with C & I 3rd party new applications access and data uploads.
- _____ 7. Coordinate other student information that go to teachers, administrators with established data export vendors. (i.e. Medixsoft)
- _____ 8. Prepare archiving of records for retention on 3rd party servers and roll over data. (Destiny, Renaissance, etc.).

COMMENTS: _____

Other

- _____ 9. Perform other duties assigned by supervisor.
- _____ 10. Maintain confidentiality of information.

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