

**WEB CONTENT MANAGEMENT TECHNICIAN
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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ____ 1. Maintains Curriculum and Instruction Website, including but not limited to team sites and upcoming trainings.
- ____ 2. Uploads and maintains curriculum repositories such as, but not limited to, Office 365 Sites
- ____ 3. Utilizes web content processes to manage the parent portal, uploading documents, verifying information, and ensuring the maintenance of the site.
- ____ 4. Utilizes Office 365 and related tools to publish content and upload documents for maintenance of Internal Team Sites.
- ____ 5. Utilizes web content processes to manage documents and assist in the maintenance of External web sites.
- ____ 6. Imports users into necessary management systems, including but not limited to; Blackboard, Learning Ally, and e-textbook subscriptions.
- ____ 7. Serves as the liaison in troubleshooting concerns with learning management systems.
- ____ 8. Provide support and assistance for importing and developing online content within learning management systems.

- ___ 9. Coordinates web material of C&I website and Parent Portal to ensure consistency in style, tone, and quality.
- ___ 10. Develops and maintains systems to support posting and updating web material.
- ___ 11. Manages and supports web sites as needed, including but not limited to websites for STAR surveys.
- ___ 12. Keeps abreast of the latest developments and innovations in the field of media product design and emerging technologies.
- ___ 13. Supports online inventory of C&I assets and instructional materials to ensure accountability of expenditures and allocations.
- ___ 14. Troubleshoots and provides support in the general use of instructional technologies for district staff.
- ___ 15. Troubleshoots and provides support in the general use of instructional technologies for the C&I computer lab and individual workstations.
- ___ 16. Provides support and maintains records documenting online trainings & offerings.
- ___ 17. Supports C&I department for training and staff development.

COMMENTS: _____

MAJOR RESPONSIBILITIES AND DUTIES

Ability to:

- ___ 18. Plans, organizes and controls assigned projects.
- ___ 19. Develops and maintains cooperative working relationships with staff, user community, and others contacted through job.
- ___ 20. Troubleshoots and provides support in the general use of instructional technologies.

COMMENTS: _____

Safety

- ___ 21. Operates tools and equipment according to prescribed safety procedures.
- ___ 22. Follows established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.

COMMENTS: _____

Other

- ___ 23. Performs other duties assigned by supervisor.
- ___ 24. Maintains confidentiality of information.

____ 25. Reports to work on time, dependable

____ 26. Self-motivated, stays on task

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 (Signature)

Date

Employee's Signature

Date