

**CROSSETT SCHOOL DISTRICT  
CLASSIFIED EMPLOYEE EVALUATION FORM  
District Technology Evaluation**

The purpose of this evaluation is to inform the employee of job performance with the goal of improving performance. An evaluation is to be completed each year and filed in the Superintendent's office before the April board meeting of each year. The evaluation may be conducted on a more frequent basis.

EMPLOYEE'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

PRESENT POSITION \_\_\_\_\_ SCHOOL/DEPT. \_\_\_\_\_

PERIOD COVERED BY THIS EVALUATION \_\_\_\_\_ TO \_\_\_\_\_

**Definition of Evaluation Terms:** **N/A**=Not Applicable; **1**=Unsatisfactory, needs immediate improvement; **2**=Marginal, work is in need of improvement; **3**=Meets Requirements, producing desired results; **4**=Exceeds Requirements; **5**=Exceptional.

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Has the ability to trouble-shoot hardware and software problems at all of the District buildings.					
Has the ability to setup new computers with the necessary software and configure appropriately for each user.					
Oversees the district work order program and submissions.					
Has the ability to setup labs and can address any configuration or connectivity issues.					
Has the ability to perform computer upgrades as needed.					
Stays current on computer developments and innovations that relate to our educational setting.					
Has the ability to communicate with vendors that supply computer hardware.					
Maintains an awareness of virus and spyware issues and stays current on updates and removal techniques.					
Has the ability to repair and maintain printers, scanners, and other peripherals.					
Communicates with administrators and lab managers and educates them about preventive tasks they can routinely perform or have teachers perform.					
Has the ability to terminate Cat-5e/Cat-6 network cables as a part of trouble-shooting and as a part of expanding existing network connections in labs or classrooms.					
Oversees the timely and appropriate disposal of obsolete computer hardware.					
Maintains communication with the network administrator to discuss the status of existing projects and problems.					
Maintains communication with the network administrator to discuss deployment of computers and other hardware.					
Maintains communication with the network administrator to discuss the prioritizing of future projects.					

Maintains communication with the network administrator to formulate training plans and discuss in-service opportunities for professional growth.					
Maintains an inventory of computer-related equipment, software and supplies.					
Demonstrates the ability to follow instructions.					
Works to maintain and improve professional skills.					
Produces assigned tasks in an accurate and timely manner.					
Demonstrates willingness to try new procedures and adapt to change.					
Shows evidence of following school rules, routines, and procedures.					
Helps others when needed.					
Finds work to do when caught up with own duties, uses time wisely.					
Follows day to day routines effectively.					
Shows evidence of initiative, leadership, and dedication to task.					
Shows good sense of judgment – used tact.					
Demonstrates ability to work cooperatively with school staff and others involved in the educational process.					
Shows interest in personal improvement – willing to accept suggestions and improve skills; receptive to constructive criticism.					
Maintains confidentiality.					
Exhibits good public relations skills with staff and community.					
Demonstrates a professional image (general appearance, grooming, oral communication skills, telephones etiquette, etc.)					
Maintains good rapport with faculty and staff, demonstrates patience.					
Is sensitive and responsive to the needs and feeling of the faculty and staff.					

Comments: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYEE STATEMENT:** I have examined this evaluation, and have signed it; however, my signature does not necessarily indicate agreement with the contents, but only that they are recorded with my full knowledge.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

Date Adopted: June 13, 2011

**Improvement Plan - Year I II III**

Name \_\_\_\_\_ Date to be accomplished \_\_\_\_\_

1. What job target is to be improved?
  
  
  
  
  
  
  
  
  
  
2. What are some specific ways to improve?
  
  
  
  
  
  
  
  
  
  
3. Indicate how the improvement will be demonstrated/measured.
  
  
  
  
  
  
  
  
  
  
4. What training/in-service is planned to address the need?
  
  
  
  
  
  
  
  
  
  
5. What can the Administration do to help you accomplish the goal?

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
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