

Performance Assessment & Planning

Educational Technology Trainer



Name: _____ Employee ID#: _____ Appraiser: _____
 Annual Planning – Upcoming Assessment Period Dates _____ - _____

Annual Performance Assessment – Review Period Dates _____ - _____

ME/E = Meets or Exceed Expectations	D = Developing	B/E = Below Expectations	
Performance Standards	ME/E	D	B/E
Model core organizational beliefs and values <ul style="list-style-type: none"> Performs duties efficiently and effectively to support staff and students Complies with all policies, procedures, legal requirements, and verbal and written directives Demonstrates behavior that is professional, ethical, and responsible Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality/Dependability <ul style="list-style-type: none"> Comes to work on time every day Ready to work at beginning of work schedule and continue until work day is done Lets supervisor and others know immediately when absent, late, or need to leave early Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative <ul style="list-style-type: none"> Shows energy and enthusiasm Stays on task Doesn't wait to be told to start new work; looks for the chance to do extra work Puts in extra time and effort when needed Volunteers to help others Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits <ul style="list-style-type: none"> Shows positive behavior about the work to be done, coworkers, and management Works in a safe manner at all times Acts as a positive influence on others Is courteous, cooperative, and helpful Projects or activities enhance and align with district/department goals & implementations Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality and Quantity of Work <ul style="list-style-type: none"> Accuracy, precision, completeness Completed tasks require little to no revision or re-work Amount of work turned out is appropriate Uses good judgment Consistently meets deadlines Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge <ul style="list-style-type: none"> Is an expert in doing his or her job Helps others by teaching, showing, modeling Makes good suggestions about ways to improve Makes active efforts to improve knowledge or stay up-to-date Presents at local, area, state and/or national conferences to share knowledge and experience Knowledge and expertise is relied upon by others Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Relationships <ul style="list-style-type: none"> Excellent verbal and written communication Builds cooperation & collaboration among district staff and Technology Development Ensures interactions are supportive, courteous and respectful Promote positive, caring climate for learning Expresses the value of working as a team Communicates ideas persuasively and negotiates effectively Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Other <ul style="list-style-type: none"> • Provide district-level/campus-level staff development on technology issues • Assist Technology Development with technical evaluations of images, equipment, and other resources. • Attend area technology meetings/PDC/Tech Leadership meetings as needed • Participate in district technology planning and evaluation • Assist in pilots of technology resources • Performs other related duties as assigned • Finds unique ways to effectively resolve problems • Embraces change and helps others to adapt Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL PERFORMANCE <input type="checkbox"/> Meets/Exceeds Expectations <input type="checkbox"/> Developing <input type="checkbox"/> Below Expectations

PROFESSIONAL DEVELOPMENT GOALS

APPRAISER'S SUMMARY

EMPLOYEE'S COMMENTS

Supervisor Signature Date

Employee Signature Date