

**Technology Development  
Technology Paraprofessional Appraisal**



**Staff Member:**  
**Supervisor:**  
**Evaluation Date:**

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**Evaluator Section**

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**PERFORMANCE FACTORS**

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**5 pts - Consistently Exceeds Expectations - Employee displays at all times, without exception, a consistently high level of factor related skills, abilities, initiative, and productivity. All assignments/responsibilities are completed far beyond the level of expectation Initiative and self-direction are characteristic. (5pts)**

**4 pts - Often Exceeds Expectations - Employee displays a high level of factor related skills, abilities, initiative, and productivity, exceeding requirements in some areas, but not consistently and /or not without exception or assistance. (4pts)**

**3 pts - Meets Expectations - Employee maintains an effective and consistent level of performance of the job factor under review. Work output regularly at desired or required levels of outcomes or expectations. Problems or errors are reported and corrected quickly. (3pts)**

**2 pts - Some Improvement Needed - Employee at this level displays inconsistency in the performance of the job factor under review and output frequently falls below acceptable levels. Tasks may be completed significantly late at times or may be incomplete, with serious or potentially serious consequences. (2pts)**

**1 pt - Major Improvement Needed - Work output is consistently low, regularly fails to meet required outcomes, and error rate is high, requiring repetition of duty or completion by others. The employee may require constant supervision, and show an indifference to job responsibilities. (1pt)**

**JOB PERFORMANCE**

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5                      4                      3                      2                      1

QUALITY OF WORK: Work quality refers to effort that consistently achieves desired outcomes with a minimum of avoidable errors and problems. The employee's work meets the requirements, expectations and desired outcomes. Work is accurate and completed in a timely manner while using an efficient and effective method.

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**Comments**

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**Examples or reasons for giving this rating are:**

**PRODUCTIVITY**

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5                      4                      3                      2                      1

PRODUCTIVITY: The employee uses good time management, plans a productive work schedule, prioritizes assignments/projects, sets and accomplishes goals, uses available resources and completes all tasks. The expected results are achieved in a timely manner. There is no need to have work redone due to inaccurate or unacceptable work. Employee seeks out additional tasks and projects to complete or assist others with completing their assignments/projects.

**Comments**

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**Examples or reasons for giving this rating are:**

**COMMUNICATION SKILLS**

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5                      4                      3                      2                      1

The employee exhibits job-relevant knowledge and skills needed to perform the duties and requirements of the position. Possesses knowledge of the methods, practices and equipment needed to do the job. This knowledge is gained through experience, education and specialized training. Seeks to maintain current knowledge of changes in policies and procedures. Keeps abreast of new developments and major issues in their respective fields and at times, may be consulted by others for guidance.

**Comments**

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**Examples or reasons for giving this rating are:**

## ADAPTABILITY

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5

4

3

2

1

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The employee adjusts readily to changes and often initiates or recommends beneficial changes in work procedures. Readily accepts new assignments or temporary assignments outside their regular responsibilities. Willingness to learn quickly and adapts to changes in job assignments, methods, personnel or surroundings in a positive manner.

### Comments

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Examples or reasons for giving this rating are:

## DEPENDABILITY

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5

4

3

2

1

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The employee is reliable in performing work assignments and carrying out instructions whether under constant or little to no supervision. Communicates effectively throughout the process of the assignment, keeping all personnel involved properly informed when necessary. Willingness to take on responsibilities and be accountable for them. Always stay on task until assignments are complete. Makes proper documentation of the assignment as directed by superior {work orders, policy/procedures, emails}

### Comments

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Examples or reasons for giving this rating are:

**RESOURCEFULNESS**

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5 4 3 2 1

The employee sees things to be done and then takes appropriate action without being directed. Shows ability to contribute, develop and carry out new ideas or methods. Exhibits the abilities of a self-starter, offers suggestions, anticipate needs and seeks additional tasks as time permits.

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**Comments**

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**Examples or reasons for giving this rating are:**

**JUDGMENT**

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5 4 3 2 1

The employee evaluates situations and makes sound decisions using logical reasoning to identify, solve and prevent problems. The employee exhibits knowledge of departmental and district policies and procedures applicable to assigned tasks and responsibilities. Employee does not compromise departmental or district policies and procedures.

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**Comments**

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**Examples or reasons for giving this rating are:**

**COMMUNICATION SKILLS**

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5 4 3 2 1

The employee demonstrates the ability to communicate effectively in both oral and written expression with customers, co-workers and supervisor. Issues are reported in a timely manner and resolved constructively. Keeps the appropriate people informed of decisions and plans concerning assignments/projects.

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**Comments**

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**Examples or reasons for giving this rating are:**

**INTERPERSONAL RELATIONS AND CUSTOMER SERVICE**

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5                      4                      3                      2                      1

The employee exhibits a sufficient level of interpersonal skills and has a good working relationship with co-workers, subordinates, supervisor, customers, vendors, and any one else they may come in contact with for businesses purposes. Employee shows respect and courtesy to others and is willing to accept supervision. Employee is not involved in trivial disputes and misunderstandings which could be detrimental to the department and/or district.

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**Comments**

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**Examples or reasons for giving this rating are:**

**ATTENDANCE**

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5                      4                      3                      2                      1

The employee reports to work on a timely basis, take lunch within the appropriate time allowed (1 hour) and stays on the job until the workday ends. Employee seeks prior approval for vacation and/or comp-time, gives prompt notice to supervisor of absences due to illness or other acceptable reasons and enters time off into the district attendance (AESOP) system

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**Comments**

Examples or reasons for giving this rating are:

**SAFETY AND SECURITY**

5 4 3 2 1

The employee works in a safe manner, preventing accidents and injuries. Reports unsafe working conditions to the supervisor. The employee protects the security of the district information systems and the confidentiality of information available to or received by the employee or other employees. Applies proper security level of access to computers used by the administrators, teachers and students within the district.

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**Comments**

Examples or reasons for giving this rating are

\_\_\_\_\_  
**Staff Member**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_

**Supervisor**

**Date:**