

**WAKULLA COUNTY SCHOOL BOARD
 COMPREHENSIVE ASSESSMENT FORM SUMMARY
 SUPPORT PERSONNEL**

Name _____ Position **DIST. SYS. ELEC. TECH. SUPERVISOR**

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	Outstanding	Exemplary	Effective	Improvement	Unsatisfactory
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding 100 - 94 Exemplary 93 - 86 Effective 85 - 75 Needs Improvement 74 - 65 Unsatisfactory 64 - 0

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

 Signature of Evaluatee

 Date

Comments of the Evaluator:

 Signature of Evaluator

 Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL**

DISTRIBUTED SYSTEMS / ELECTRONICS TECHNICIAN SUPERVISOR

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Assess needs and set goals for the Management Information Systems (MIS) technicians.
2. Communicate work schedules and monitor progress.
3. Perform repairs, maintenance, enhancements or service to telecommunication systems throughout the District.
4. Install software, hardware and peripherals to perform successfully for desired use.
5. Install and provide in-field technical assistance for networked systems, including administrative site consultation and support services.
6. Assist in the development of technical documentation, flow charts and schematic drawings of hardware hook-ups, network wiring and capacity.
7. Research and assist in the development of a vendor or product listing for services, parts and/or other technology related purchases.
8. Assist in maintaining telecommunication systems integrity by promoting appropriate license and use for software and networked systems.
9. Troubleshoot connectivity problems in telecommunication systems.
10. Analyze, plan and install cabling and infrastructure for telecommunication systems.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 30 Exemplary 28 Effective 26 Needs Improvement 18 Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

11. Meet regularly with supervisor to review progress and set goals for MIS technical support.
12. Communicate effectively with staff and vendors.
13. Keep supervisor informed of potential problems or unusual events.
14. Respond to inquiries and concerns in a timely manner.
15. Serve as a consultant for administrative decision-making teams in the area of technology and telecommunication systems.
16. Supervise and monitor fund expenditures in the area of technology and telecommunications systems.
17. Develop implementation procedures for the achievement of priority goals.
18. Assist with the bid, evaluation and purchase of materials, supplies and equipment for the assigned areas.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 16 Exemplary 14 Effective 12 Needs Improvement 6 Unsatisfactory 0

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL**

DISTRIBUTED SYSTEMS / ELECTRONICS TECHNICIAN SUPERVISOR

Name _____ Position _____

3. EMPLOYEE QUALITIES/RESPONSIBILITIES

Category Definitions

- 19. Keep abreast of improvements and new technology in the field of telecommunications.
- 20. Participate in workshops and training sessions as required.
- 21. Coordinate training / updating of skills of assigned personnel.
- 22. Model and maintain high ethical standards.
- 23. Demonstrate initiative in the performance of assigned responsibilities.
- 24. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

4. SYSTEM SUPPORT

Category Definitions

- 25. Prepare all required reports and maintain all appropriate records.
- 26. Follow all School Board policies, rules and regulations.
- 27. Exhibit interpersonal skills to work as an effective team member.
- 28. Demonstrate support for the School District and its goals and objectives.
- 29. Maintain confidentiality regarding school matters.
- 30. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 31. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

5. WORKSITE SERVICE STANDARDS

Category Definitions

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

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Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0