

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

Name _____ Position **TECHNOLOGY SPECIALIST**
 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	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 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 Exemplary Effective Needs Improvement Unsatisfactory
 100 – 94 93 – 86 85 – 75 74 – 65 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
TECHNOLOGY SPECIALIST**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Produce products and services designated by supervisor.
2. Provide on-site technical assistance.
3. Assist other personnel in planning for the use and integration of technology.
4. Assist with the designing of technology inservice for personnel.

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

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

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

5. Coordinate and communicate with technical services personnel as needed to perform assignments.
6. Coordinate and communicate with District Administrative staff and others.
7. Exhibit interpersonal skills to work as an effective team member.
8. Respond to inquires and concerns in a timely manner.

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

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

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

9. Model and maintain high ethical standards.
10. Demonstrate initiative in the performance of assigned responsibilities.
11. Meet designated deadlines in a timely manner.
12. Keep supervisor informed of potential problems, issues, or unusual activity.
13. Maintain assignment records/logs.

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

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

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4. SYSTEM SUPPORT

Category Definitions

- 14. Strive to increase personal skills and knowledge.
- 15. Model use of technology.
- 16. Represent District in a positive, professional manner.
- 17. Produce/maintain products/services that represent the District in a positive professional manner.
- 18. Follow all School Board policies, rules, and regulations
- 19. Perform other incidental tasks as assigned.

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, teamsmanship 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

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