



Technology Technical Assistant and Computer Lab Manager Evaluation Form

Name: _____ School: _____ Grade: _____ Date: _____

Rating Key: AA = Above Average

A = Average

BA = Below Average

NA = Not Applicable

I. Commitment to Technology Program

AA

A

BA

NA

a Displays interest and enthusiasm

b Displays evidence of professional growth and development
as required for position

c Willing to put in essential time and effort

d Is punctual

e Attends regularly

f Willingly accepts and carries out assignments

g Performs routine tasks efficiently

h Maintains physical order of the classroom/computer lab

i Develops lab management plan and other procedures when needed
within the school or small learning community that relate to the
effective use and operation of technology in their building

j Keeps records and pertinent documents

k Functions as a liaison for technical support and repair

l Troubleshoots technical problems within school and/or
Small Learning Community

Comments:

II. Responsiveness to Pupil's Program

AA

A

BA

NA

a Interacts positively with students

b Aware of child development issues

c Displays concern for students' health and safety

d Accepts individual differences in students

e Displays resourcefulness in helping to provide an
enriching experience for students

f Encourages students in utilizing technology to develop, communicate and provide evidence of their academic understandings	_____	_____	_____	_____
g Ensures the effective use of technology related resources such as online resources and Internet sites	_____	_____	_____	_____
h Ensures that students develop proficiency in the local and state technology proficiency standards	_____	_____	_____	_____

Comments:

III. Interpersonal Relationships	AA	A	BA	NA
a Aware of classroom and computer lab routines	_____	_____	_____	_____
b Competent in the reinforcement of skills	_____	_____	_____	_____
c Able to work with small instruction groups	_____	_____	_____	_____
d Can present lessons	_____	_____	_____	_____
e Completes work in scheduled time	_____	_____	_____	_____
f Demonstrates initiative and resourcefulness	_____	_____	_____	_____
g Has a positive attitude toward school and staff	_____	_____	_____	_____
h Able to explain lab/classroom procedures	_____	_____	_____	_____
i Works closely with Library Media Specialist to provide consistent implementation of the research process and	_____	_____	_____	_____

Comments:

IV. Staff Relationships	AA	A	BA	NA
a Provides a warm and inviting atmosphere	_____	_____	_____	_____
b Accepts guidance and suggestions	_____	_____	_____	_____
c Cooperative team member	_____	_____	_____	_____
d Volunteers for projects outside the scope of position	_____	_____	_____	_____
e Supports the teacher with technology enhanced projects within the lab	_____	_____	_____	_____
f Actively engages teachers in the effective use of technology within their curriculum	_____	_____	_____	_____

Comments:

Employee Signature

Date

Evaluator Signature

Date

The employee's signature indicates that he/she and the evaluator have discussed the evaluation and does not necessarily indicate agreement with the evaluation.