

Haysville USD #261
Employee Performance Review
Assistant Director of Information Services

EMPLOYEE INFORMATION

Employee Name

Location

Job Classification

Evaluator Name

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Assist the Director of Information Services with all technical and administrative tasks as assigned for the purpose of maintaining continuity in the absence of the Director of Information Services.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Consult with users and evaluate requirements, recommend designs and layouts, provide cost analyses, plan short, medium, and long range projects, and coordinate tasks for installation of technologies for the purpose of providing secure, cost-effective information systems tailored to the users' needs.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

4. Help setup, support, and maintain all network protocols for the purpose of making sure all the information systems communicate correctly.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

5. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

6. Help plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

7. Provide network documentation, training, and guidance to computing system clients and programmers for the purpose of keeping the staff informed and trained on current systems.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

8. Serve as technical specialist in technical problems, issues, and emergencies for the purpose of providing leadership during unscheduled downtime.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

9. Conduct technical research on technology upgrades and components to determine feasibility, cost, time required, and compatibility with current systems to maintain upgraded and working information systems.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

10. Help establish user profiles, user environments, directories, and security for networks being installed to allow users the proper access to the network resources.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

11. Work as a team member with other technical staff, to ensure connectivity and compatibility between systems for the purpose of providing maximum up-time for the network.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

12. Work with vendors to resolve complex network problems for the purpose of networking with other information technology professionals.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

13. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring data is secure.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

14. Document network problems and resolutions for future reference for the purpose of ensuring that repeat problems can be avoided.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

15. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

16. Perform other duties as assigned for the purpose of ensuring an efficient and effective functioning of the school health program.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

I have read this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date