

Haysville USD #261
Employee Performance Review
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. Provide consultation to district administrators and teachers on planning and implementing curriculum with technology integrated for the purpose of having everyone working fluently and efficiently.

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. 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:

4. 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:

5. Develop and conduct an efficient and effective software selection process to maintain the most usable software for the district.

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

Comments:

6. Institute setup, support, and maintain procedures for all network protocols to ensure that all the information systems communicate correctly.

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

Comments:

7. Work with the districts' grant writer to establish alternative funding for technology when applicable to ensure the proper funding is available.

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

Comments:

8. Act as the district's technology liaison to the community to make sure that everyone is given the proper information.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

9. 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:

10. Document network problems and resolutions for future reference for the purpose of avoiding repeat problems.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

11. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring security.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

12. 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:

13. 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:

14. 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:



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