

Haysville USD #261
Employee Performance Review
Website Coordinator

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.

EVALUATION OF ESSENTIAL JOB FUNCTIONS

1. Serve as the liaison to the website provider and internal staff to continually improve the website for the purpose of informing the staff and public about the district.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Develop plans with district personnel about the nature, scope, time lines, and processes for the completion of internet projects for the purpose of keeping projects on schedule and on budget.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Facilitate process of developing district guidelines and implementation for the purpose of ensuring the proper use of the website.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Develop a plan of identifying department resources and provide training to district personnel in areas of web authoring, maintaining and updating department web sites, and other appropriate technical knowledge for the purpose of enhancing school and department web sites.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Provide technical assistance to school technology specialists in linking school sites to internet servers for the purpose of letting the public and district employees have access outside of school property.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Provide technical assistance to central office personnel in web site management to enhance technical knowledge and eliminate internet failure.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. 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:

8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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