

Haysville USD #261
Employee Performance Review
System Analyst II

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. Serves as Google Account Administrator to manage end-user accounts, groups, and site security (resets passwords; creates, deletes, and manages memberships of groups; create and delete user accounts, etc).

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Writes policies and procedures regarding the security and use of Google Education.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Plans, organizes, and manages administrative activities related to G Suite products and other information technology duties.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Provides coordination in the consistent and effective application of policies, procedures, and practices during the implementation of G Suite Products.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Assists in the day to day IT administration with focus on Google Education.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Implement backup and recovery systems for Google cloud Data and systems.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Provide support for Chromebook device management, using centralized Chromebook management software.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Provides school support by regularly inventorying equipment, and making sure devices are in working order and software is up to date.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

9. Implement and maintain the district's Single Sign On strategy using LDAP and other technology including Windows Domain Controller and Windows Active Directory

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

10. Study, analyze, and understand all major software systems deemed as mission critical by the Director of Information Services.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

11. Design and implement system integration and data sharing with all major systems.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

12. Program and code system integration systems including, but not limited to HTML, Java, PHP, Windows base COMMAND sets and applications.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

13. 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:

14. 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:

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

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

16. 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:

17. 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:

18. 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:

19. 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:

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

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

21. 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:

22. Provide proactive communication and notification to staff of pending or upcoming problems, outages, or other service issues in order to provide courteous and timely assistance to staff.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

23. Stay current on all production operating systems and basic applications to keep up with the increased demands of Information Technology.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

24. 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