

**WAKULLA COUNTY SCHOOL BOARD  
 COMPREHENSIVE ASSESSMENT FORM SUMMARY  
 SUPPORT PERSONNEL**

Name \_\_\_\_\_ Position **DIST. SYSTEMS ELEC. TECHNICIAN**

School / Dept \_\_\_\_\_ School Year \_\_\_\_\_ EIN # \_\_\_\_\_

<b>JOB CONTEXT SERVICE CATEGORY</b>	<b>Needs</b>				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
<b>1. SERVICE DELIVERY</b>	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
<b>2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY</b>	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
<b>3. EMPLOYEE QUALITIES/RESPONSIBILITIES</b>	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
<b>4. SYSTEM SUPPORT</b>	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
<b>5. WORKSITE SERVICE STANDARDS</b>	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
<b>Totals:</b>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

**Overall Rating**

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding  100 - 94      Exemplary  93 - 86      Effective  85 - 75      Needs Improvement  74 - 65      Unsatisfactory  64 - 0

**Comments of the Evaluatee:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This evaluation has been discussed with me: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 Signature of Evaluatee

\_\_\_\_\_  
 Date

**Comments of the Evaluator:**

\_\_\_\_\_  
 Signature of Evaluator

\_\_\_\_\_  
 Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL  
PERFORMANCE APPRAISAL  
DISTRIBUTED SYSTEMS ELECTRONIC TECHNICIAN**

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. SERVICE DELIVERY**

**Category Definitions**

1. Perform installation, repair, maintenance, enhancement and service to telecommunications, computer systems and audio-visual equipment.
2. Install software, hardware and peripherals.
3. Trouble-shoot connectivity problems in the telecommunications system.
4. Analyze, plan and install cabling and infrastructure for telecommunication systems.
5. Develop materials, supplies and tools list necessary for task completion.
6. Advise schools and departments regarding parts, repairs or maintenance of equipment.
7. Assist in maintaining telecommunication systems integrity by promoting appropriate license and use for software and networked systems.
8. Provide in-field technical assistance for telecommunication and networked systems.
9. Serve as a consultant for administrative decision-making in the area of technology and telecommunication systems.
10. Assist with the development of a vendor or product listing for services, parts and/or other technology related purchases.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 30     Exemplary 28     Effective 26     Needs Improvement 18     Unsatisfactory 0

**2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

11. Communicate effectively with staff and administration.
12. Keep supervisor informed of potential problems or unusual events.
13. Respond to inquiries and concerns in a timely manner.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 16     Exemplary 14     Effective 12     Needs Improvement 6     Unsatisfactory 0

**3. EMPLOYEE QUALITIES / RESPONSIBILITIES**

**Category Definitions**

14. Demonstrate initiative in the performance of assigned responsibilities.
15. Provide for a safe and secure workplace.
16. Model and maintain high ethical standards.
17. Follow attendance, punctuality and proper dress rules.
18. Maintain confidentiality regarding school matters.
19. Maintain positive relationships with staff and vendors.
20. Participate in workshops and training sessions as required.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 18     Exemplary 16     Effective 14     Needs Improvement 7     Unsatisfactory 0

**WAKULLA COUNTY SCHOOL BOARD ANNUAL  
PERFORMANCE APPRAISAL  
DISTRIBUTED SYSTEMS ELECTRONIC TECHNICIAN**

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**4. SYSTEM SUPPORT**

**Category Definitions**

- 21. Prepare all required reports and maintain all appropriate records.
- 22. Follow all School Board policies and procedures.
- 23. Exhibit interpersonal skills to work as an effective team member.
- 24. Demonstrate support for the School District and its goals and priorities.
- 25. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 18     Exemplary 16     Effective 14     Needs Improvement 7     Unsatisfactory 0

**5. WORKSITE SERVICE STANDARDS**

**Category Definitions**

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

**(Special Note)**

**An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating**

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 18     Exemplary 16     Effective 14     Needs Improvement 7     Unsatisfactory 0