

**WAKULLA COUNTY SCHOOL BOARD
 COMPREHENSIVE ASSESSMENT SUMMARY FORM
 DISTRICT BASED ADMINISTRATOR**

Name _____ Position DIRECTOR OF TECHNOLOGY SERVICES

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER / INTRA-AGENCY COMMUNICATION & DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. PROFESSIONAL GROWTH & IMPROVEMENT	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
4. SYSTEMIC FUNCTIONS	<input type="checkbox"/> 20	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 8	<input type="checkbox"/> 0
5. LEADERSHIP & STRATEGIC ORIENTATION	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> OST	<input type="checkbox"/> EX	<input type="checkbox"/> EFF	<input type="checkbox"/> NI	<input type="checkbox"/> Un
7. ASSESSMENT AND OTHER SERVICES	<input type="checkbox"/> OST	<input type="checkbox"/> EX	<input type="checkbox"/> EFF	<input type="checkbox"/> NI	<input type="checkbox"/> Un

NOTE:

An exemplary or higher rating is required in Job Context Service Categories 6 and 7 in order to receive an overall exemplary or higher rating.

Overall Rating

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

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

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Comments of the Evaluator:

 Signature of Evaluatee Date

 Signature of Evaluator Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
DIRECTOR OF TECHNOLOGY SERVICES**

Name _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Establish and maintain procedures and practices that assure and protect the security of the district's automated systems.
2. Oversee and assist with the timely running of jobs and reports as assigned and/or as requested by district and school administrators.
3. Oversight in provision of reliable networked systems so that all required DOE and federal submissions occur.
4. Oversight in the provision of reliable networked systems as well as the designation of procedures and practices so that the delivery of instructional resources is equitably available.
5. Assist with and monitor the portability and transfer of staff and student data to other software programs when confidentiality, integrity, and personnel and fiscal resources makes such transfer feasible and a benefit to the school system.
6. Evaluate, analyze, and track the use of technological hardware, software and systems throughout the District, including ITV and related systems.
7. Monitor, advise and assist with the purchase of technological resources throughout the District.
8. Oversee the preparation, submission and implementation of technological plans, grants and/or projects as directed.

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

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

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

9. Ensure information exchange, coordination of efforts and articulation of services by working closely with District and School-level Administrators.
10. Prepare and disseminate information in the area of technology for a variety of audiences.
11. Serve as a liaison and maintain contacts in the DOE in the areas assigned.
12. Serve as the representative and liaison of the District to other agencies, consortiums, and committees in areas assigned.
13. Use effective communication strategies to interact with a variety of audiences.
14. Respond to inquiries and concerns in a timely manner.

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

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

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

15. Attend training sessions, conferences, and/or workshops to keep up-to-date and well informed about current trends and practices in the assigned areas.
16. Keep up-to-date regarding legislation and legal issues related to assigned areas.
17. Maintain a network of peer contacts through professional organizations.
18. Set high standards and expectations for self.
19. Demonstrate and share the use of technology on the job.

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(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

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

4. SYSTEMIC FUNCTIONS

Category Definitions

- 20. Prepare, implement, and coordinate projects, reports and grants as assigned.
- 21. Supervise assigned persons assisting with appraisal and employment actions as requested.
- 22. Serve as a consultant in the technology area assisting with the identification of needs; possible solutions to issues; fiscal responsibility and management; selection of appropriate equipment, licenses, and supplies; and technology services and records management.
- 23. Maintain technological records necessary for monitoring and audit routines/requirements.
- 24. Perform other incidental tasks consistent with the goals and objectives of this position.

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 (Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
 (Check Choice) 20 18 16 8 0

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- 25. Establish high expectations of others and model the same expectations personally.
- 26. Demonstrate initiative in recognizing needs or potential for improvement taking the appropriate action in light of the District's mission and goals.
- 27. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 28. Facilitate problem solving.
- 29. Respond immediately to emergency situations alerting key stakeholders and clearing solutions with supervisors.

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

6. WORKSITE SERVICE STANDARDS

Control Dimension

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, teammanship and communication skills, translating organizational purpose into observable behavior and others.

Special Note: An outstanding or exemplary is required in this job context category in order to be eligible for an overall exemplary or higher rating.

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

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
 (Check Choice)

7. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for employees.
 The accurate and timely filing of all reports.
 The completion of required professional development services.

Special Note: An outstanding or exemplary is required in this job context category in order to be eligible for an overall exemplary or higher rating.

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 (Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
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