

SCHOOL DISTRICT OF GADSDEN COUNTY

TECHNOLOGY TRAINING SPECIALIST

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Establish goals and objectives for training programs and projects related to the District's instructional learning systems.
2. Plan, organize and implement inservice programs and projects related to the District's instructional learning systems.
3. Assist teachers with the development of appropriate instructional learning system activities that will complement their lesson plans.
4. Perform program evaluations to ensure quality and appropriate usage of the instructional learning systems and make recommendations for improvement.
5. Assist in software problem resolution with software vendors.
6. Serve as a resource for teachers as they continue to incorporate the instructional learning system into their methods and techniques of instruction.

Source Code (circle choices)

- | | | | | | |
|----------------------------------|----------------------------|------------------------------|--|--------------------------|-----------------------------|
| A. Behavioral Event
Interview | B. Direct
Documentation | C. Indirect
Documentation | D. Training
Programs
Competency
Acquisition | E. Evaluatee
Provided | F. Confirmed
Observation |
|----------------------------------|----------------------------|------------------------------|--|--------------------------|-----------------------------|

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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TECHNOLOGY TRAINING SPECIALIST (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY**Category Definitions**

7. Regularly visit school sites to provide support and principals, teachers and lab proctors using the ILS.
8. Work closely with District and school staffs to support program implementation.
9. Keep the Deputy /Assistant Superintendent informed of potential problems or unusual events.
10. Communicate accurately and effectively with teachers, administrators, support personnel, and vendors.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. PROFESSIONAL GROWTH AND IMPROVEMENT**Category Definitions**

11. Attend training events in order to remain current with leading edge training activities that may be offered by the various vendors of instructional learning systems.
12. Provide training and update training on software to teachers, lab proctors, and administrators.
13. Develop annual goals and objectives for professional development consistent with and in support of District goals and priorities.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

TECHNOLOGY TRAINING SPECIALIST (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

- 14. Prepare or oversee the preparation of all required reports and maintain appropriate records.
- 15. Serve on councils and committees as assigned or appropriate.
- 16. Consistently represent the District in a position and professional manner.
- 17. Perform other duties as assigned.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- *(18) Assist in implementing the District’s goals and strategic commitments.
- *(19) Collaborate with District and school leaders in the planning and implementation of District and school priorities.
- *(20) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- 1. *(21) Use appropriate styles and methods to facilitate task accomplishments.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

TECHNOLOGY TRAINING SPECIALIST (Continued)

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 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 (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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TECHNOLOGY TRAINING SPECIALIST (Continued)

7. ASSESSMENT AND OTHER SERVICES

Control Dimension

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

(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 (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____

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