NETWORK ADMINISTRATOR – FIRST DIVISION EVALUATION

Name: _____

School: _____

Evaluator: _____

Date Completed: _____

RATING SCALE

Outstanding
Outstanding is unusual. Genuine "outstanding" performance means performance that is all one can possibly expect in all phases of the work. "Outstanding" work performance means a degree of performance that can be achieved but rarely maintained.

Very Good
Very Good means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.

Satisfactory
Satisfactory means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can reasonably be expected of a fully competent person in the position.

Needs Improvement
Needs Improvement means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A "Needs Improvement" rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. A suggestion on how to improve must accompany this comment.

Not Applicable
Not Applicable means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.

JOB-RELATED SKILLS

The Network Administrator is responsible for maintaining the Division's technology infrastructure, which supports learning and operations.

TECHNICAL SKILLS

• Network Infrastructure Administration: Maintains, troubleshoots, and administers the use of Local Area Networks (LANs), Wide Area Networks (WANs), and other network infrastructure, including hardware, software, and related computer systems.	O	VG	S	NI	NA
• Network Monitoring & Optimization: Monitors the fiber optic cable network connecting all schools. Monitors network connectivity and performance, including routine network start-up/shutdown procedures and maintaining control records.	O	VG	S	NI	NA
• Installation & Configuration: Assesses and installs computer hardware, networking software, operating system software, and software applications.	O	VG	S	NI	NA
• Data Management & Recovery: Performs data backups and disaster recovery operations.	O	VG	S	NI	NA
• System Security & Threat Mitigation: Establishes and ensures the system's security against external threats and potential attackers. Applies advanced knowledge of computer security measures, including firewalls and spam filtering.	O	VG	S	NI	NA
• User/Access Management: Updates the Active Directory by adding new employees and students and removing those who are no longer active in the system.	O	VG	S	NI	NA
• Enterprise System Support: Supports enterprise systems such as email, VOIP, and division-specific applications.	O	VG	S	NI	NA
• Hardware Maintenance: Monitors and maintains Uninterruptible Power Supply (UPS) devices.	O	VG	S	NI	NA

• Specialized Knowledge: Demonstrates proficient knowledge of information technology infrastructure, network, equipment/hardware, and software applications. Possesses and applies highly specialized training in specific software.	O	VG	S	NI	NA
• Problem Solving (Advanced): Demonstrates variable problem-solving skills, skilled in solving practical problems where limited standardization exists, and addresses issues impacting large groups both internally and externally.	O	VG	S	NI	NA
• Documentation & Inventory: Documents network configurations and maintains inventory of ICT assets.	O	VG	S	NI	NA
• Security Monitoring Systems: Controls and monitors email usage, including spam filtering, and monitors the CCTV camera system, adjusting cameras as necessary.	O	VG	S	NI	NA
• End-User Support (Technical Diagnosis): Provides support and problem-solving for end users, diagnosing and resolving technical issues in person, over the phone, or remotely.	O	VG	S	NI	NA
PUBLIC RELATIONS					
• Works positively as part of the SVSD team (Teamwork and Collaboration).	O	VG	S	NI	NA
• Interacts positively with other staff.	O	VG	S	NI	NA
• Interacts positively with the public and vendors.	O	VG	S	NI	NA
PERSONAL QUALITIES/ATTRIBUTES					
• Punctuality.	O	VG	S	NI	NA
• Dependability.	O	VG	S	NI	NA
• Cooperation.	O	VG	S	NI	NA
• Enthusiasm.	O	VG	S	NI	NA
• Judgment (Handling problematic situations potentially requiring interpretation, persuasion, or negotiation).	O	VG	S	NI	NA

• Adaptability (Adjusts effectively to changing work assignments, priorities, and environmental conditions).	O	VG	S	NI	NA
• Confidentiality (Required when working with highly confidential information).	O	VG	S	NI	NA
• Personal appearance (Professional and appropriate PPE).	O	VG	S	NI	NA
• Attitude to work.	O	VG	S	NI	NA
• Accepts responsibility.	O	VG	S	NI	NA
• Accepts direction.	O	VG	S	NI	NA
• Initiative (Demonstrates self-motivation and acts without constant supervision to complete tasks and address issues).	O	VG	S	NI	NA

COMMENTS:

GROWTH PLAN (GOALS)

Areas of Strength:

Suggestions for Improvement:

Recommendations/Conclusions/Growth Plan:

I have read and received a copy of the evaluation.

Employee Signature	Date:
Evaluator Signature	Date: