COMPUTER/NETWORK TECHNICIAN 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 Computer/Network Technician is responsible for maintaining the Division's technology infrastructure, which supports learning and operations.

TECHNICAL SKILLS

• Infrastructure & Network Component Management: Diagnoses, maintains, troubleshoots, repairs, installs, configures, and administers network physical components, computer workstations, school servers, and related hardware.	O	VG	S	NI	NA
• Network Monitoring: Monitors the fiber optic cable network connecting all schools.	O	VG	S	NI	NA
• Hardware and Software Installation: Assesses and installs computer hardware, operating system software, and software applications.	O	VG	S	NI	NA
• Security Updates & Patching: Ensures software is up to date with patches and security updates.	O	VG	S	NI	NA
• Power Systems Maintenance: Monitors and maintains the Uninterruptible Power Supply (UPS) devices.	O	VG	S	NI	NA
• Emergency Response: Addresses urgent technical issues affecting essential systems.	O	VG	S	NI	NA
• Data Security and Integrity: Maintains network security and data integrity, recognizing the extensive responsibility for managing information, including highly confidential material	O	VG	S	NI	NA
• Specialized Knowledge Application: Demonstrates and applies highly specialized training in specific software and hardware, indicating knowledge is at or above the expected level	O	VG	S	NI	NA
• Technical Problem Solving & Theory Application: Demonstrates the ability to solve routine problems impacting singular groups or departments, using the ability to infer based on established procedures and practices, and applies theory to practice independently.	O	VG	S	NI	NA

• User Technical Support: Offers problem-solving assistance to network users, including all SVSD staff.	O	VG	S	NI	NA
• Learning Resources Support: Supports online learning tools and resources.	O	VG	S	NI	NA
• Task Organization & Timeliness: Consistently completes assigned tasks in a timely manner and is able to organize multiple tasks independently.	O	VG	S	NI	NA
• Documentation: Accurately and independently documents and/or reports on assigned tasks, including documenting support requests and solutions in a ticketing system.	O	VG	S	NI	NA
• Inventory Control: Keeps inventory records up to date for all technology-related items and devices.	O	VG	S	NI	NA
• Training/Mentorship: Indirectly responsible for training others.	O	VG	S	NI	NA
• Other Duties: Performs all other related duties as assigned by the Superintendent/CEO, Secretary-Treasurer, and Principals.	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: