

# SCHOOL DISTRICT OF GADSDEN COUNTY

## AUDIO VISUAL EQUIPMENT TECHNICIAN

### PERFORMANCE APPRAISAL

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

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

### 1. SERVICE DELIVERY

#### Category Definitions

1. Repair or arrange for repair by outside vendor, all audio-visual equipment as needs are reported.
2. Maintain an inventory of audio-visual parts.
3. Assist, upon request of the principal, inservice to school-level personnel on the use and care of equipment.
4. Assist in the selection of new audio-visual equipment.
5. Assist in repair of inter-communication system.
6. Assist media specialist in ITV program operation at school-level.
7. Assist with satellite feeds for ITV program.

#### 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
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#### Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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**AUDIO VISUAL EQUIPMENT TECHNICIAN (Continued)****2. EMPLOYEE QUALITIES / RESPONSIBILITIES****Category Definitions**

- 8. Work independently or as a team member.
- 9. Interact with school and facilities personnel.
- 10. Report to work punctually and regularly.
- 11. Display appropriate work ethic.
- 12. Follow maintenance policies and procedures.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**3. SYSTEM SUPPORT****Category Definitions**

- 13. Communicate well with Director of Facilities.
- 14. Maintain positive relationship with outside vendors.
- 15. Represent the School Board in an appropriate manner.
- 16. Perform other duties as assigned.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

**AUDIO VISUAL EQUIPMENT TECHNICIAN (Continued)****4. 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, 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** (circle choices)

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

**Rating Code** (circle one)

**Unsatisfactory      Needs Improvement      Effective      Very Effective      Outstanding**

**5. 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)

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

**Rating Code** (circle one)

**Unsatisfactory      Needs Improvement      Effective      Very Effective      Outstanding**

AUDIO VISUAL EQUIPMENT TECHNICIAN (Continued)

<p align="center"><b><u>OVERALL RATING: (enter total scores)</u></b></p> <p align="center">Input from parents and teachers was collected and analyzed in preparation of this report.</p> <p>Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____</p>	
<p><b>Comments of the Evaluatee:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>This evaluation has been discussed with me: Yes _____ No _____</p> <p>_____  <b>Signature of Evaluatee</b> <b>Date</b></p>
<p><b>Comments of the Evaluator:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____  <b>Signature of Evaluator</b> <b>Date</b></p>