SCHOOL DISTRICT OF GADSDEN COUNTY

COMPUTER SYSTEMS REPAIR AND MAINTENANCE TECHNICIAN

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year**_____

1. SERVICE DELIVERY

Category Definitions

1. Diagnose computer hardware problems and perform repairs as needed.
2. Provide assistance and guidance as needed to other personnel as it relates to the use and care of computers and peripheral equipment.
3. Perform preventive maintenance services on computer hardware as needed.
4. Prepare all materials and supplies needed for the maintenance and repair of equipment.
5. Assist with the maintenance of computer network cabling systems as needed.
6. Diagnose electronic communication problems and perform repairs as needed.
7. Process District-wide requests for microcomputer and associated peripheral repairs.
8. Provide assistance to all school and department personnel in proper use and self-maintenance of equipment.
9. Handle all requests for terminal relocation.
10. Process all requests for cabling, including requests for additional drops, retrofitting old buildings and new construction.

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

COMPUTER SYSTEMS REPAIR AND MAINTENANCE TECHNICIAN (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

11. Provide for positive communication among staff and vendors alike.
12. Model and maintain high ethical standards.
13. Attend vendor education classes to remain current on equipment repair and wiring techniques.

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. SYSTEM SUPPORT

Category Definitions

14. Keep abreast of new technologies and brief appropriate personnel on their appropriateness to the District.
15. Ensure that School Board policies and government regulations are being consistently applied to area of responsibility.
16. Prepare all required reports and maintain all appropriate records.
17. Perform other duties as assigned.

Source Code (circle choices)

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Rating Code (circle one)

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COMPUTER SYSTEMS REPAIR AND MAINTENANCE 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)

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Rating Code (circle one)

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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)

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COMPUTER SYSTEMS REPAIR AND MAINTENANCE TECHNICIAN (Continued)

<u>**OVERALL RATING: (enter total scores)**</u>

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**