

SCHOOL DISTRICT OF GADSDEN COUNTY

NETWORK ADMINISTRATOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Ensure that all networking hardware purchased meets District networking guidelines and standards.
2. Procure networking equipment, including concentrators, hubs, bridges and routers.
3. Install and configure networking equipment at required sites.
4. Document local and wide-area networks installed in District facilities.
5. Design main and intermediate telecommunication closets.
6. Document all network wiring in all District facilities.
7. Terminate LAN wiring at distribution location and station.
8. Test and verify that all new telecommunication wiring meets current networking standards.
9. Maintain the District web site.
10. Install and configure network operating systems.
11. Evaluate software for compatibility with network operating system.
12. Install and maintain application software.
13. Design and install the network protocol and directory services.
14. Maintain responsibility for repair and maintenance of District audio-visual and computer equipment.
15. Evaluate applicability of new technical developments.

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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NETWORK ADMINISTRATOR (Continued)**2. INTERAGENCY COMMUNICATION AND DELIVERY****Category Definitions**

16. Submit recommendations to the Deputy Superintendent / MIS Director for organizational improvements.
 17. Obtain current pricing and availability from vendors of network equipment.
 18. Report on the performance and development planning of the department including recommendations on financial, operational and capital plans.

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

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

19. Attend schools and training sessions for appropriate hardware and software training.
 20. Provide training opportunities for all assigned personnel.
 21. Cross-train personnel within the department as appropriate.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

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|-----------------------|--------------------------|------------------|-----------------------|--------------------|
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NETWORK ADMINISTRATOR (Continued)**4. SYSTEMIC FUNCTIONS****Category Definitions**

- 22. Prepare specifications of equipment required for network installations.
- 23. Manage all electronic repair services for schools and District offices.
- 24. Develop, update and revise a manual of computer-related methods and performance standards.
- 25. Supervise office automation and intra-office communications.
- 26. Prepare all required reports and maintain all appropriate records.
- 27. Perform other duties as assigned.

Source Code (circle choices)

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

Rating Code (circle one)

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

5. LEADERSHIP AND STRATEGIC ORIENTATION**Category Definitions**

- 28. Oversee Local and Wide-Area Networks design for all District facilities for system integration.
- 29. Assist with the selection, acquisition, installation, maintenance and replacement of telephones in schools and departments and serve as the District contact for telecommunication companies serving the District.
- 30. Assist with the development of short- and long-range plans for the conduct, growth and improvement of department programs and services that will enhance the District's mission of enhancing the use of technology.
- 31. Recommend new uses for computer technology and equipment or abandonment of unprofitable uses.
- 32. Develop implementation procedures for the achievement of priority goals.
- 33. Provide assistance to school personnel in the identification of program needs and the selection of appropriate materials and equipment.
- 34. Assist in the development of educational specifications for new facilities and equipment, relative to planning modifications and construction of facilities.
- 35. Manage the design, development and maintenance of systems, programs, systems software, telecommunications structure, software and programs to meet the needs of schools and the District.

Source Code (circle choices)

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Rating Code (circle one)

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NETWORK ADMINISTRATOR (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, 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)

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

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)

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Unsatisfactory Needs Improvement Effective Very Effective Outstanding

NETWORK ADMINISTRATOR (Continued)

<p align="center"><u>OVERALL RATING: (enter total scores)</u></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>Comments of the Evaluatee:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>This evaluation has been discussed with me: Yes _____ No _____</p> <p>_____ Signature of Evaluatee</p> <p>_____ Date</p>
<p>Comments of the Evaluator:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Signature of Evaluator</p> <p>_____ Date</p>