

## Fort Dodge Community School District Information Technology Evaluation

Name: \_\_\_\_\_ Building: \_\_\_\_\_

Position/Assignment: \_\_\_\_\_

**Check one:**  
 Self Rating: \_\_\_\_\_ Administrator Rating: \_\_\_\_\_  
 (will not be placed in Personnel File) (will be placed in Personnel File)

**Directions:** Complete for all employees by placing an x or ✓ in the appropriate column. Please add comments or suggestions if it is indicated the employee needs improvement, or does not meet expectations.

Meets Expectations: Performance is on target with what is typically expected.

Needs Improvement: Performance indicates a deficit area, which may jeopardize continued employment in the District, if not addressed satisfactorily.

Does Not Meet Expectations: Performance is consistently and greatly deficient.

Not Applicable: An area of performance not expected in this employee's job description.

		Requirements of the Job			
		Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1.	Attendance				
	Including but not limited to: <ul style="list-style-type: none"> <li>▪ At work on a consistent and reliable basis.</li> <li>▪ When accessing leave, follows procedures to inform supervisor and/or office.</li> <li>▪ Seeks prior approval for absences as necessary.</li> <li>▪ Tries to schedule appointments outside the workday.</li> </ul>	Comments or Suggestions:			
2.	Punctuality				
	Including but not limited to: <ul style="list-style-type: none"> <li>▪ On time for work.</li> <li>▪ On time for assignments/duties.</li> <li>▪ Remains at work or in assignment/duty for expected period of time.</li> </ul>	Comments or Suggestions:			
3.	Communication Skills				
	Including but not limited to: <ul style="list-style-type: none"> <li>▪ Uses appropriate language.</li> <li>▪ Writes understandably.</li> <li>▪ Listens to issues/problems.</li> <li>▪ Provides appropriate non-verbal cues.</li> <li>▪ Demonstrates positive communication.</li> <li>▪ Responds to voice mail and e-mail promptly.</li> </ul>	Comments or Suggestions:			

		<b>Requirements of the Job</b>			
<b>Performance Criteria</b>		<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Does Not Meet Expectations</b>	<b>Not Applicable</b>
4.	<b>Initiative</b>				
	Including but not limited to: <ul style="list-style-type: none"> <li>▪ Performs job duties without requiring prompting.</li> <li>▪ Handles unusual situations effectively.</li> <li>▪ Requires a minimum amount of supervision.</li> </ul>	Comments or Suggestions:			
5.	<b>Appropriate Role Model</b>				
	Including but not limited to: <ul style="list-style-type: none"> <li>▪ Adheres to all district/building policies, rules, and procedures.</li> <li>▪ Projects professionalism in manner and dress.</li> <li>▪ Avoids bringing words or actions that are inappropriate into the school environment.</li> </ul>	Comments or Suggestions:			
6.	<b>Dependability</b>				
	Including but not limited to: <ul style="list-style-type: none"> <li>▪ Others can and do rely upon employee.</li> <li>▪ Completes job responsibilities as requested.</li> <li>▪ Completes routine job responsibilities in a timely fashion.</li> </ul>	Comments or Suggestions:			
7.	<b>Open to Suggestions for Improvement</b>				
	Including but not limited to: <ul style="list-style-type: none"> <li>▪ Demonstrates a change in action/behavior after directives are provided.</li> <li>▪ Remains open to suggestions.</li> <li>▪ Understands and follows directions.</li> </ul>	Comments or Suggestions:			
8.	<b>Ability to Work as a Team Member</b>				
	Including but not limited to: <ul style="list-style-type: none"> <li>▪ Cooperates with others.</li> <li>▪ Problem solves issues in a positive and productive manner.</li> <li>▪ Uses correct chain of command when work issues arise.</li> <li>▪ Does not allow issues unrelated to the work environment to negatively impact his/her work performance/relationships.</li> <li>▪ Able to work both independently and collaboratively.</li> </ul>	Comments or Suggestions:			

	Performance Criteria	Requirements of the Job			
		Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
9.	Skills are Appropriate to the Position				
	<p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Has ability to work both one-on-one and in groups, as necessary.</li> <li>▪ Has skills needed to properly complete required work.</li> <li>▪ Is able to perform all functions of the job description.</li> <li>▪ Has ability to adjust to the changing demands of the position.</li> <li>▪ Has ability to work under short timelines or pressure situations.</li> <li>▪ Research and evaluate existing and new technology to better achieve District goals.</li> </ul>	Comments or Suggestions:			
10.	Has a Positive Attitude				
	<p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Is helpful, kind, and respectful with students, colleagues, and supervisor.</li> <li>▪ Avoids negative comments or behaviors.</li> <li>▪ In words and actions, contributes to a school culture that is conducive to learning.</li> <li>▪ Avoids sarcasm.</li> <li>▪ Avoids gossip.</li> <li>▪ Exhibits enthusiasm.</li> </ul>	Comments or Suggestions:			
11.	Ability to Interact with/Relate to Staff				
	<p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Communicates clearly</li> <li>▪ Listens to problems/tasks and asks questions to understand concerns.</li> <li>▪ Works with staff to help them understand technology and the related policies and procedures.</li> <li>▪ Maintains a professional relationship.</li> </ul>	Comments or Suggestions:			
12.	Seeks Opportunities for Growth/Improvement				
	<p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Has taken actions toward self-improvement (job related).</li> <li>▪ Stays informed and up-to-date on the most current technology available.</li> <li>▪ Attends required in-service.</li> </ul>	Comments or Suggestions:			
13.	Achieves Expected Production				
	<p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Quantity of work is sufficient.</li> <li>▪ Quality of work is sufficient.</li> <li>▪ Establishes work priorities.</li> </ul>	Comments or Suggestions:			

	Performance Criteria	Requirements of the Job			
		Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
14.	Maintains Confidentiality of Personnel/Student Information				
	Including but not limited to: <ul style="list-style-type: none"> <li>▪ Does not reveal or discuss outside of explicitly appropriate settings student/staff/school information that is confidential.</li> <li>▪ Refers questions to proper sources.</li> </ul>	Comments or Suggestions:			
15.	Record-keeping				
	Including but not limited to: <ul style="list-style-type: none"> <li>▪ Maintains and submits required employment documentation (certifications, physical, etc.).</li> <li>▪ Maintains communications with users to fix and solve problems or repairs.</li> <li>▪ Tracks, maintains and submits data on repair and warranty work for District Technology.</li> <li>▪ All are submitted in a timely manner.</li> </ul>	Comments or Suggestions:			

Remediation: If as a result of this evaluation, "does not meet expectations" or "needs improvement" are identified, the evaluator shall provide suggestions to the employee, which are intended to improve the employee's performance in deficient areas. Attach extra pages as needed.

Please list your strengths for the current school year (areas/projects you feel you did your best in):

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Please explain any challenges you faced during the current school year and briefly tell how you felt you did with those challenges:

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Please list 2-5 goals for the upcoming school year and briefly tell how you will know if you have been successful with these goals. These can be a mixture of personal and professional goals, but all must be connected with your job responsibilities.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Date Administrator Received Employee Self-Rating: \_\_\_\_\_ Date Evaluation Conference Held: \_\_\_\_\_

Recommendation (✓ one):  
 Retain as employee  
 Retain as an employee however review again on (date): \_\_\_\_\_  
 Continue probationary status. Review again on (date): \_\_\_\_\_  
 Recommend termination

Signatures: (signature of employee does not necessarily indicate agreement but documents employee's awareness of this evaluation.)

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**A copy of this evaluation shall be placed in the employee's personnel file in the Office of Human Resources.**