

LETHBRIDGE SCHOOL DIVISION

402.11.2.13 Division Technology Support Staff Evaluation Form

# **Section One Introduction**

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| --- | --- |
| Name: |  |
| Location: |  |
| Start Date: |  |
| Evaluator: |  |
| Date: |  |

Reason for evaluation:

✓ Probationary 4 month / 7 month process for employees new to the Division

# **Section Two Support Staff Quality Standards**

In accordance with the expectations of the Division Technology Support position, the employee will be evaluated within the following areas:

* All areas should be marked as meeting (M) the standard, not meeting (N/M) the standard, or not applicable (N/A). For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**1. KEY RESPONSIBILITIES**

This position is responsible for providing support for solutions with operating systems, authorized software applications and to the school staff with training needs.

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| **M** | **N/M** | **N/A** |  |
|  |  |  | Oversees the day to day operation of the school’s computers |
|  |  |  | Maintains up-to-date inventory |
|  |  |  | Good organizational skills |
|  |  |  | Self-motivated |
|  |  |  | Portrays an approachable and optimistic demeanour |
|  |  |  | Involved in providing troubleshooting of audio/video equipment |
|  |  |  | Carries out directions and duties as assigned |

COMMENTS:

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**2. PERSONAL/PROFESSIONAL QUALITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **M** | **N/M** | **N/A** | **2.1** |
|  |  |  | Interpersonal Relationships (with the Support staff, teachers, student(s), public; includes dealing with conflict) |

COMMENTS:

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| **M** | **N/M** | **N/A** | **2.2** |
|  |  |  | Team Player (with the Support team, the school, the community, and the Division)  |

COMMENTS:

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| **M** | **N/M** | **N/A** | **2.3** |
|  |  |  | Demonstrate the ability to communicate effectively and appropriately |

COMMENTS:

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| **M** | **N/M** | **N/A** | **2.4** |
|  |  |  | Ability to resolve conflict effectively |

COMMENTS:

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| **M** | **N/M** | **N/A** | **2.5** |
|  |  |  | Use of time (include attendance, punctuality, setting of priorities, keeping to schedules) |

COMMENTS:

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| --- | --- | --- | --- |
| **M** | **N/M** | **N/A** | **2.6** |
|  |  |  | Initiative (self-directed, takes charge of assigned tasks, requires minimum supervision) |

COMMENTS:

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| **M** | **N/M** | **N/A** | **2.7** |
|  |  |  | Personal Hygiene and Appearance |

COMMENTS:

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**3. POSITION REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **M** | **N/M** | **N/A** |  |
|  |  |  | Assist divisional communication initiatives as they relate to the school. |
|  |  |  | Provide support for solutions required for operating systems. |
|  |  |  | Provide user support for authorized software applications. |
|  |  |  | Provide support for teachers as related to the ICT program of studies. |
|  |  |  | Monitor systems for legitimate use of software licenses. |
|  |  |  | Provide basic maintenance and troubleshooting of audio/visual equipment. |
|  |  |  | Assists with the supervision of students while in the computer lab |
|  |  |  | Be involved in providing direct support for hardware, operating systems, network, and software used in instructional and administrative application at an individual school. |
|  |  |  | Assist teachers in implementing the Information Communication Technology program of studies. |
|  |  |  | Work, in conjunction with Director of technology and Division Technicians, to ensure that system standards are maintained as school initiatives are implemented. |
|  |  |  | Participate in the planning of school installations in conjunction with division technicians. |
|  |  |  | Complete other responsibilities consistent with the role as defined by the school principal in consultation with the Director of Technology. |
|  |  |  | Performs other related duties as assigned |

COMMENTS:

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**4. SUPERVISORY SKILLS**

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| **M** | **N/M** | **N/A** |  |
|  |  |  | Participates in the setting up of timetables |
|  |  |  | Trains and demonstrates to school staff the proper use of equipment |
|  |  |  | Reports on merits and concerns related to Division staff performance when required |
|  |  |  | Completes minor requests from school staff to ensure facility or lab operates smoothly |
|  |  |  | Promotes staff morale among the school to develop pride in work and accomplishment |

COMMENTS:

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**5. COMMUNICATION**

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| --- | --- | --- | --- |
| **M** | **N/M** | **N/A** |  |
|  |  |  | Excellent communication skills both in written and oral format |
|  |  |  | Maintains confidentiality related to Division students and staff |
|  |  |  | Proven public relations skills and demonstrated ability in promoting and maintaining effective working relations with public, student(s), co-workers, school staff, administration and Division officials |

COMMENTS:

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# **TIME MANAGEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **M** | **N/M** | **N/A** |  |
|  |  |  | Attends regularly |
|  |  |  | Sets priorities in collaboration with teacher(s) and administration |
|  |  |  | Uses time effectively |
|  |  |  | Follows assigned schedule |

COMMENTS:

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# **7. DECISION**

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| --- | --- |
|  | **Recommend proceeding to7 month probationary evaluation** |
|  | Completes probationary process |
|  | Improvement plan implemented |
|  | Employee returns to Growth Plan process |
|  | Employee must submit a Growth Plan within one month |

# **8. EVALUATOR’S COMMENTS**

COMMENTS:

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# **9. EMPLOYEE’S COMMENTS**

COMMENTS:

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***As Principal, I have read and approve this evaluation.***

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 Principal’s Signature Date

After this evaluation has been signed by the Principal, the following signatures are necessary upon review:

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 Vice Principal (if applicable) Date

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 Employee’s Signature Date

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 Reviewed by Human Resources Date

* Original copy goes to Human Resources for employee’s file
* Copy to Employee
* Copy to Principal/Designate or Supervisor