

NORFOLK PUBLIC SCHOOLS TECHNOLOGY EVALUATION

Employee Name:

Date:

School Year:

Building:

Assignment/Title:

The purpose of evaluations are to review and discuss the contents of the evaluation document, communicate the recommended employment status for the next year, to discuss any high points, recommendations for performance or improvement plans.

The supervisor or group of supervisors will rate the employee in the domains specified. Each domain will be rated with consideration given to the related work tasks, expectations and job duties. An accumulation of information from various supervisors may be called upon to rate the employee dependent upon the work situation and assignment. Supervisors will make judgments based upon their own observations and interactions with the employee. The employee is encouraged to submit documentation of their work to support the domains that are rated. Details regarding documentation submission will be determined by immediate supervisor.

PERFORMANCE STANDARDS:

Distinguished: The employee ranked at this level is performing at a master level in their field. Their service and work is qualitatively different from those in similar positions. Evidence indicates that the employee performing at this level has a thorough understanding of their job responsibilities and tasks. This level of performance exceeds district expectations. Evidence must be provided by the employee to be marked at this level.

Proficient: The employee ranked at this level clearly understands the concepts underlying their job and implements them well. They thoroughly know their job, understand the school district and the role they play as a bigger picture to the district and can easily adjust to meet the needs of the district -for the greater good- without seeking personal gain. An employee at this level can consistently perform their duties without the significant error or disruption to the learning or others work in the district. This performance level fully meets district expectations.

Basic: The employee ranked at this level has a basic understanding of the concepts to their job duties and attempt to meet the needs of the district. At times, implementation is sporadic, intermittent and may not entirely be successful. This level of performance partially meets district expectations. With additional experience, coaching and supervision, those performing at this level should become proficient in meeting district expectations.

Unsatisfactory: The employee ranked at this level indicates that the do not understand and may have some major misconceptions of the concepts that underly the needs of the job duties and tasks. Implementation of expected work duties and tasks are not regularly practiced or

accomplished. The employee at times disrupts the work for other district members. This level of performance does not meet district expectations and will require improvement and may result in discontinuation of employment.

1. JOB KNOWLEDGE/TECHNICAL SKILLS

D P B U

Understands and performs assigned duties and job requirements				
Uses techniques, materials, tools and equipment effectively				
Follow procedures				
Stays current with technology and job-related skills				
Works in a safe manner				

Evidence supporting section 1: (can be provided by both supervisor & employee)

2. QUALITY AND QUANTITY OF WORK

D P B U

Sets and adheres to priorities				
Meets established productivity standards, deadlines and work schedules				
Accomplishes accurate work with minimal assistance or supervision				
provides work products and services that consistently meet the needs and expectations of both internal and external users				
Uses resources efficiently and economically				

Evidence supporting section 2: (can be provided by both supervisor & employee)

3. INITIATIVE AND JUDGEMENT

D P B U

Takes effective action without being told				
Analyzes problems and suggest effective solutions				
Demonstrates willingness to learn new skills				
Develops realistic plans to accomplish assignments				

Evidence supporting section 3: (can be provided by both supervisor & employee)

4. DEPENDABILITY/ SELF-MANAGEMENT

D P B U

Demonstrates punctuality and begins work as scheduled				
Contacts supervisor concerning absences on a timely basis				
Can be depended upon to be available for work				
Manages own time effectively				
Accepts responsibility for own actions and ensuring results				
Demonstrates commitment to service				

Evidence supporting section 4: (can be provided by both supervisor & employee)

5. COMMUNICATION / TEAMWORK

D P B U

Understands the organization's policies, procedures, goals and purpose as required for the job				
Promotes and demonstrates trust, mutual respect and a cooperative work environment, including offering assistance, working well with others				
Conveys work-related information and ideas to others in oral and/or written communications effectively				

Evidence supporting section 5: (can be provided by both supervisor & employee)

6. INNOVATION AND CHANGE

D P B U

Is receptive to new ideas				
Adapts to new situations and changes in the work environment				
Identifies opportunities to improve work processes				
Demonstrates creativity and contributes to new ideas				

Evidence supporting section 6: (can be provided by both supervisor & employee)

7. LEADERSHIP

D P B U

Demonstrates the ability to direct others in accomplishing work (where appropriate to situation)				
Demonstrates professional, administrative, supervisory and/or specialized knowledge required to perform the job-where & when applicable				
Creates a culture supportive of staff, which fosters individual motivation, high levels of individual and team performance, and quality of service				
Provides opportunities for others to develop skills				
Functions effectively under pressure				
Represents self and situations honestly				
Responds appropriately to criticism and to suggestions for work improvement				
Generates a favorable climate for change				

Evidence supporting section 7: (can be provided by both supervisor & employee)

Employee Signature Date

Supervisor's Signature Date