

**Emery County School District**  
**Support Staff Employee Evaluation– Electronics/Computer Technician**

Employee \_\_\_\_\_

Evaluation Date \_\_\_\_\_

1 = Not Effective\*

2 = Effective

3 = Highly Effective

\*Comment Required

**•WORKPLACE SKILLS** (The skills listed in this category cover three different technician positions. Please mark only those that apply to the above listed employee)

Observes work hours/attendance 1   2   3

Has knowledge of the work expectations and performs the duties of the job 1   2   3

**Computers And Networks:**

Installs, manages and maintains assigned school computers, networks and software 1   2   3

Provides staff support and training on current computer technology and software 1   2   3

Provides necessary tests of computers, associated peripherals and computer equipment 1   2   3

Demonstrates knowledge in the use of computer applications 1   2   3

Assists teachers in utilizing computer and network technology for learning 1   2   3

Assists in maintaining a technology preventative maintenance program 1   2   3

Keeps computers and networks secure and in good repair and working order 1   2   3

Provides technical assistance to end users and assists in resolving computer issues 1   2   3

Stays current with new technology and their application 1   2   3

**Electronic Systems:**

Installs and maintains electronic systems, including but not limited to the following systems: intercom, clocks, bells, fire detection and alarm, security, telephone, lighting, and sound controls 1   2   3

Installs, maintains, and repairs two-way radio repeater and base station equipment; maintains proper FCC licensing; maintains school bus communications equipment 1   2   3

**Electronic Duplication Systems:**

Installs, manages and maintains assigned school and district copiers 1   2   3

Demonstrates knowledge in the use and repair of duplication equipment 1   2   3

Keeps copiers in good repair and working order 1   2   3

Provides necessary diagnostics of copiers and associated peripherals 1   2   3

Stays current with new technology and their application 1   2   3

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**•INTERPERSONAL SKILLS**

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Practices positive public and staff relations – works well with administration, coworkers school staff and students, as well as community members	1	2	3
Able to communicate effectively, verbally and in writing	1	2	3
Appropriate personal appearance and grooming	1	2	3
Is enthusiastic, positive and encouraging	1	2	3
Shows initiative	1	2	3
Is an effective team worker	1	2	3
Uses appropriate language and tone when speaking to others	1	2	3

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**•ADAPTABILITY**

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Is open to alternatives and suggestions – is flexible	1	2	3
Maintains composure in stressful situations	1	2	3
Demonstrates good judgment/makes reasonable decisions	1	2	3

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**PROFESSIONAL RESPONSIBILITIES**

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Keeps informed and adheres to policies and regulations applicable to the position	1	2	3
Willingly shares ideas and expertise with colleagues	1	2	3
Handles confidential/sensitive information appropriately	1	2	3
Performs other job related duties as assigned by the technology supervisor	1	2	3
Promptly and effectively responds to concerns and complaints	1	2	3
Supports school and district goals and policies	1	2	3

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**OVERALL ANNUAL RATING (Summative) 1 2 3**

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(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

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Self Improvement Goal for Next Year \_\_\_\_\_  
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\*Evaluator Comments: (Required for #1 ratings)

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This evaluation represents my best judgment of the employee's performance. I hereby recommend:

- Employee be retained as a Provisional Employee (Policy GDA)
- Employee be retained as a Career Employee (Policy GDA)
- Employee be retained as an At-Will or Temporary Employee (Policy GDA)
- Employee be put on probation
- Employee be terminated or non-renewed

Signature of Principal/Supervisor/Designee \_\_\_\_\_ Date \_\_\_\_\_

This evaluation has been discussed with me and I have received a copy.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_  
(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

**Employee Comment:** (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)