

# STANDARDS FOR QUALITY PROFESSIONAL PRACTICE TECHNOLOGY

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Evaluation Period From:** \_\_\_\_\_ **To:** \_\_\_\_\_ ☐ Probationary ☐ Annual

	Problem Area	Approaches Standard	Meets Standard
<b>WORK HABITS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Completes work orders in a timely manner;</li> <li>Accurately documents work order information;</li> <li>Takes initiative; self-directed; anticipates future work needs;</li> <li>Consistently performs duties with minimal supervision;</li> <li>Seeks to enhance the position and work environment;</li> <li>Completes tasks in a timely manner;</li> <li>Accepts new or different conditions; adjusts quickly; cooperative; flexible;</li> <li>Consistently keeps work organized; carries out duties effectively and efficiently;</li> </ul>	Comments/Goals:		
<b>COMMUNICATION/TEAMWORK</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Strives to create a positive working environment with department staff;</li> <li>Teams cooperatively with other technical staff in providing solutions to district computing problems;</li> <li>Works cooperatively with instructional technology leaders to accomplish district and technology goals;</li> <li>Communicates appropriately with all district staff, providing work order status and other directions as needed;</li> <li>Communicates with colleagues, follows instructions and uses appropriate problem-solving and other skills that enhance the district and technology team;</li> </ul>	Comments/Goals:		
<b>PROFESSIONALISM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Maintains confidentiality regarding student and school issues at all times, both at work and after work hours;</li> <li>Saves personal tasks for outside of work time;</li> <li>Positive attitude; enthusiastic;</li> <li>Maintains appropriate dress and appearance;</li> <li>Seeks professional growth opportunities as it pertains to job assignment;</li> </ul>	Comments/Goals:		

<b>ATTENDANCE/PUNCTUALITY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Regular attendance supports consistency in the work environment;</li> <li>Timely notice is given when absence is anticipated and proper procedures are followed;</li> <li>Arrives prepared to work at designated start time;</li> <li>Works full shift; leaves at designated end time;</li> <li>Consistently follows assigned schedule;</li> </ul>	Comments/Goals:		
<b>TECHNICAL SKILLS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Consistently follows technical instructions and uses appropriate troubleshooting techniques to resolve computing problems;</li> <li>Maintains technical knowledge required to accomplish job requirement;</li> </ul>	Comments/Goals:		

Other Comments:

*NOTE: Additional information may be attached.*

*Any added information must be dated and signed by both the evaluator and the employee.*

*The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.*

*Employee Signature:*

*Date:*

*Evaluator Signature:*

*Date:*

*Employee Statement attached:* ☐ Yes ☐ No