



*"To Build Knowledge and Skills for Success Today and Tomorrow"*

**Meade School District 46-1  
Computer Technician Evaluation Form**

Name \_\_\_\_\_

Job Title \_\_\_\_\_

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

**Key: Exceeds Expectation; Meets Expectation; Needs Improvement** (Comments required for Needs Improvement)

Essential Duties and Responsibilities	Exceeds	Meets	Needs
1) Employee supports the vision, mission, and belief statements of the Meade School District.			
2) Employee demonstrates ability to adapt to changing conditions, procedures, and/or job interruptions.			
3) Employee uses oral and written language effectively.			
4) Employee deals with students, staff, and parents in an appropriate manner.			
5) Employee exhibits professional and trustworthy demeanor.			
6) Employee is able to perform physical and environmental demands of the job.			

Work Habits	Exceeds	Meets	Needs
1) Employee is thorough and consistent in meeting work standards and in performing required work.			
2) Employee manages time, and accomplishes tasks effectively.			
3) Employee shows initiative in addressing building technology needs, and takes independent actions as appropriate.			
4) Employee offers suggestions for work improvements and/or solutions for work problems.			
5) Employee maintains building technology inventory per department standards			
6) Employee communicates with Staff and Students in a clear and professional manner.			
7) Employee keeps supervisor informed of important information relating to work environment.			
8) Employee reports to work on time and adheres to scheduled workday.			

**Observer's Comments:**

**We have discussed the evaluation given on this form. Signing shall not imply agreement by the employee to the evaluation.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_