



Cambridge Public Schools

Technology Technical Assistant and Computer Lab Manager Evaluation Form

Name: _____ School: _____ Grade: _____ Date: _____

Rating Key: AA = Above Average A = Average BA = Below Average NA = Not Applicable

I. Commitment to Technology Program

AA A BA NA

- a Displays interest and enthusiasm
b Displays evidence of professional growth and development as required for position
c Willing to put in essential time and effort
d Is punctual
e Attends regularly
f Willingly accepts and carries our assignments
g Performs routine tasks efficiently
h Maintains physical order of the classroom/computer lab
i Develops lab management plan and other procedures when needed within the school or small learning community that relate to the effective use and operation of technology in their building
j Keeps records and pertinent documents
k Functions as a liaison for technical support and repair
l Troubleshoots technical problems within school and/or Small Learning Community

Comments:

II. Responsiveness to Pupil's Program

AA A BA NA

- a Interacts positively with students
b Aware of child development issues
c Displays concern for students' health and safety
d Accepts individual differences in students
e Displays resourcefulness in helping to provide an enriching experience for students

| | | | | |
|---|-------|-------|-------|-------|
| f Encourages students in utilizing technology to develop, communicate and provide evidence of their academic understandings | _____ | _____ | _____ | _____ |
| g Ensures the effective use of technology related resources such as online resources and Internet sites | _____ | _____ | _____ | _____ |
| h Ensures that students develop proficiency in the local and state technology proficiency standards | _____ | _____ | _____ | _____ |

Comments:

| III. Interpersonal Relationships | AA | A | BA | NA |
|--|-----------|----------|-----------|-----------|
| a Aware of classroom and computer lab routines | _____ | _____ | _____ | _____ |
| b Competent in the reinforcement of skills | _____ | _____ | _____ | _____ |
| c Able to work with small instruction groups | _____ | _____ | _____ | _____ |
| d Can present lessons | _____ | _____ | _____ | _____ |
| e Completes work in scheduled time | _____ | _____ | _____ | _____ |
| f Demonstrates initiative and resourcefulness | _____ | _____ | _____ | _____ |
| g Has a positive attitude toward school and staff | _____ | _____ | _____ | _____ |
| h Able to explain lab/classroom procedures | _____ | _____ | _____ | _____ |
| i Works closely with Library Media Specialist to provide consistent implementation of the research process and | _____ | _____ | _____ | _____ |

Comments:

| IV. Staff Relationships | AA | A | BA | NA |
|--|-----------|----------|-----------|-----------|
| a Provides a warm and inviting atmosphere | _____ | _____ | _____ | _____ |
| b Accepts guidance and suggestions | _____ | _____ | _____ | _____ |
| c Cooperative team member | _____ | _____ | _____ | _____ |
| d Volunteers for projects outside the scope of position | _____ | _____ | _____ | _____ |
| e Supports the teacher with technology enhanced projects within the lab | _____ | _____ | _____ | _____ |
| f Actively engages teachers in the effective use of technology within their curriculum | _____ | _____ | _____ | _____ |

Comments:

Employee Signature

Date

Evaluator Signature

Date

The employee's signature indicates that he/she and the evaluator have discussed the evaluation and does not necessarily indicate agreement with the evaluation.