

Technology Facilitator Performance Appraisal

Technology Facilitator's Name

School

INSTRUCTIONS

- Based on the evidence from observation, documentation, and discussion, the evaluator will rate the technology facilitator's performance on the 3 major functions listed below.
- The evaluator must add pertinent comments at the end of each major function.
- The technology facilitator must be provided an opportunity to react to the evaluator's ratings and comments.
- The evaluator and technology facilitator must review and discuss the results of the appraisal and any recommended actions pertinent to it.
- The evaluator and technology facilitator must sign the instrument in the assigned spaces.
- The instrument must be filed in the technology facilitator's personnel folder.
- The rating scale's four Levels of Performance are described below.

RATING SCALE

Above Standard

Performance is consistently above defined job expectations. The technology facilitator demonstrates outstanding teaching practice and program management skills. The technology facilitator seeks to expand scope of competencies and undertakes additional, appropriate responsibilities.

At Standard

Performance is consistently adequate/acceptable. Teaching practices fully meet all performance expectations at an acceptable level. The technology facilitator maintains an adequate scope of competencies and performs additional responsibilities as assigned.

Below Standard

Performance within this function is sometimes inadequate/unacceptable and needs improvement. The technology facilitator requires supervision and assistance to maintain an adequate scope of competencies and sometimes fails to perform additional responsibilities as assigned.

Unsatisfactory

Performance is consistently inadequate/unacceptable and most practices require considerable improvement to meet minimum performance expectations. The technology facilitator requires close and frequent supervision in the performance of all responsibilities.

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|---|----------------|-------------|----------------|----------------|
| MAJOR FUNCTION: Planning and Facilitating Teaching and Learning | Above Standard | At Standard | Below Standard | Unsatisfactory |
| | | | | |

- 1.1 Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology
- 1.2 Models the integration of technology in all curriculum areas
- 1.3 Facilitates school participation in technology programs and activities
- 1.4 Conducts staff development in the areas of technology integration, the North Carolina Computer/Technology Skills Curriculum, and the North Carolina Technology Competencies for Educators
- 1.5 Collaborates with the school library media coordinator to provide leadership in the school's use of instructional technology resources to enhance learning
- 1.6 Follows a plan for professional development and actively seeks out opportunities to grow professionally

Comments: _____

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|---|----------------|-------------|----------------|----------------|
| MAJOR FUNCTION: Planning and Facilitating Information Access and Delivery | Above Standard | At Standard | Below Standard | Unsatisfactory |
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- 2.1 Implements best practices related to technology use in the school program based on research, pilot programs, and state/national standards
- 2.2 Works with the principal and school leadership team to provide access to technology resources and services of the technology facilitator at point of need
- 2.3 Works with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure
- 2.4 Assists with planning the design of the technology infrastructure so that information resources are continually available to the school community
- 2.5 Promotes family, business, and community partnerships that support the academic success, career readiness, and general well-being of all children
- 2.6 Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
- 2.7 Assists in maintaining hardware, software, and network infrastructure
- 2.8 Serves as the school contact for addressing hardware and software issues

Comments: _____

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|--|----------------|-------------|----------------|----------------|
| MAJOR FUNCTION: Planning and Facilitating Program Administration | Above Standard | At Standard | Below Standard | Unsatisfactory |
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- 3.1 Leads, in partnership with the School Library Media Coordinator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program.
- 3.2 Provides leadership and collaborates with the Media and Technology Advisory Committee to develop, implement, and update a school instructional technology plan aligned with the system-level technology plan
- 3.3 Collaborates with teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals
- 3.4 Plays a leading role in the school's budgetary process to ensure funding for the instructional technology program to support school-wide goals
- 3.5 Leads in the ongoing evaluation of the effectiveness of the instructional technology program
- 3.6 Prepares and submits accurate reports as required
- 3.7 Carries out non-instructional duties as assigned and/or as needed to ensure student safety

Comments: _____

Evaluator's Summary Comments _____

Technology Facilitator's Reaction to Evaluation _____

 Evaluator's Signature and Date

 Technology Facilitator's Signature and Date
 (Signature indicates the evaluation was reviewed and discussed.)