

**Dalhart ISD
Technology Specialist
Performance Appraisal**

NAME:

SCHOOL:

DATE OF REVIEW:

Job Title: Technology Specialist

Reports to: Director of Technology

Primary Purpose:

Facilitate the effective use of technology at the campus level. Provide technical support in the use of hardware and software to multiple campuses. Help drive a 21st century learning culture and learning environment.

Provide technical assistance to staff

FOR EACH RESPONSIBILITY CATEGORY, A RATING OF **A-D** MUST BE CIRCLED, WITH **A** BEING HIGH AND **D** BEING LOW. **A**, MEANS CLEARLY OUTSTANDING OR EXCEEDS EXPECTATIONS; **B**, MEETS EXPECTATIONS; **C**, BELOW EXPECTATIONS AND **D**, UNSATISFACTORY. WHEN A RATING OF **D** IS GIVEN, AN EXPLANATION SHOULD BE GIVEN.

Technical Support (Hardware and Repair)

.....**A B C D**

1. Provide technical assistance to campus faculty and staff for use of equipment including computer hardware and software.
2. Maintain computers in campus lab(s) and classrooms and arrange for needed repairs.
3. Perform upgrades to software and hardware.
4. Assist with the organization and distribution of technology materials for classroom use.

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Technical Support (Customer Service and Assistance)

.....A B C D

- 5. Provide immediate on-site assistance to campus staff with technology problems and questions.
- 6. Act as liaison with district technology personnel.
- 7. Maintain high level of communication with district staff in regards to support tickets.
- 8. Provide prompt resolution to trouble tickets
- 9. Promote supportive and responsive technology culture

Inventory.....A B C D

- 10. Maintain accurate inventory of hardware, software, and computer lab materials at assigned campus(es).
- 11. Identify, request, and control the inventory of repair parts.

Other.....A B C D

- 12. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 13. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- 14. Comply with all district and campus routines and regulations.

Other:

EVALUATOR'S COMMENTS

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EMPLOYEE COMMENTS

EMPLOYEE GOAL 1

EMPLOYEE GOAL 2

EMPLOYEE GOAL 3

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ACKNOWLEDGEMENT

I have read and received a copy of this evaluation. The results have been reviewed with me.

Signature of Technology Specialist

Date

Signature of Technology Director

Date