



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:**

<b>III. Interpersonal Relationships</b>	<b>AA</b>	<b>A</b>	<b>BA</b>	<b>NA</b>
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:**

<b>IV. Staff Relationships</b>	<b>AA</b>	<b>A</b>	<b>BA</b>	<b>NA</b>
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.