



Technology Coordinator Performance Review

Employee _____ Supervisor _____

Completed by _____ Date _____

Using the scoring scale & descriptors below, this form will be completed individually by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

NA -- Unrated -- Used for employees who have been in their positions less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance does not meet expected levels. May need to improve performance in certain areas of assignment. Provide explanation of rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established and successfully completed immediately. Provide explanation of rating and examples for improvement

_____ Monitor of security systems software functions, including issuance of key cards, as directed by Business Coordinator, School Administrator, and Executive Board
Comments: _____

_____ Liaison between Timothy and contracted technology services
Comments: _____

_____ Maintenance of church and school computers and networking
Comments: _____

_____ Coordinator of computer updates, training, and troubleshooting
Comments: _____

_____ Administration coordinator of ShelbyNext management system
Comments: _____

_____ Administrator of telephone system
Comments: _____

_____ Administrator of sMinfinity LED Sign at Wyatt Campus
Comments: _____

_____ Negotiator of contracts with vendors, following by presenting to Business Coordinator
Comments: _____

_____ Communicator with all new and existing programs implemented by the church and school
Comments: _____

_____ Assist with formatting and emailing newsletters and congregational messages, as needed

Comments: _____

_____ Develop, update, and manage the church and school websites as webmaster

Comments: _____

_____ Direct, shoot, and edit video projects, including short interviews, creative video clips, and promotional messages within ministry skits, as requested

Comments: _____

_____ Create, edit, and distribute any videos of special programs or music events, as requested

Comments: _____