

**SUMMARY OF EVALAUTION OF THE
INFORMATION TECHNOLOGY COORDINATOR**

(Confidential)

NAME OF TEACHER: _____ **SCHOOL:** _____

STATUS: _____ **EXPERIENCE:** _____ (YRS)

DEPARTMENT: _____

NAME OF EVALUATION TEAM:

**To be completed by the principal/deputy principal/ in
consultation with the Information Technology Coordinator
and a member of staff nominated by the staff**

A	LEADERSHIP AND MANAGEMENT	COMMENTS
1.	Possesses and demonstrates adequate technical knowledge of current information systems.	
2.	Demonstrates competence in operating the various Information Technology equipment.	
3.	Keeps abreast of new trends in the field.	
4.	Identifies, procures and installs relevant hardware and software when necessary.	
5.	Assumes responsibility for the security and proper functioning of all Information Technology equipment.	
6.	Maintains, supervises and plans technology uses within the school.	

A	LEADERSHIP AND MANAGEMENT	COMMENTS
7.	Develops short, medium and long-range plans for implementation of Information Technology goals.	
8.	Demonstrates enthusiasm for the Information Technology program.	
9.	Assists with the maintenance of discipline throughout the school.	
10.	Ensures that the schools Information Technology policy is enforced.	
B.	CURRICULUM	COMMENTS
1.	Assists with in-service education and training of education and training of teachers in technology integration.	
2.	Responds promptly and provides necessary assistance to teachers and students on Information Technology related matters.	
3.	Assists teachers in the development of technology related materials for students' lessons.	
4.	Initiates research and development of relevant software.	
C.	COMMUNICATION	COMMENTS
1.	Makes current information available to staff members in a timely manner.	
2.	Possesses good interpersonal skills.	

Evaluation Team Signatures

Department/Staff Representation _____ Date _____

Peer (if present) _____ Date _____

Principal's/Deputy Principal's General Comments

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Principal's/Deputy Principal's
Signature

_____ Date _____

INFORMATION COORDINATOR'S COMMENTS

All administrators have the right to respond to any comment(s)/assessment(s) with which they do not agree

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I have been interviewed by an Evaluation Team and have received a copy of this Evaluation Report.

YES

NO

Information Coordinator's
Signature

_____ Date _____