

Name: \_\_\_\_\_ Year: \_\_\_\_\_

**CARBON CO. SCHOOL DISTRICT NO. 2 EVALUATION  
INSTRUCTIONAL FACILITATOR – TECHNOLOGY INTEGRATION SPECIALIST**

(1 = **Satisfactory**-consistently performs at a competent level / 2 = **Not Satisfactory**-serious deficiencies exists in this area / 3 = **N/A**-Not Applicable)

Knowledge, Skills and Abilities

1. Demonstrate knowledge of the Common Core State Standards, Wyoming State Standards, District Curriculum, and best practice instructional strategies. \_\_\_1 \_\_\_2 \_\_\_N/A
2. Demonstrate knowledge of new computer, video, communication, web-based technologies, curriculum design, and working knowledge of instructional design and assessments. \_\_\_1 \_\_\_2 \_\_\_N/A
3. Demonstrate the ability to listen to others and remain receptive to new ideas. \_\_\_1 \_\_\_2 \_\_\_N/A
4. Demonstrate sustained effort and enthusiasm in the quality and quantity of work. \_\_\_1 \_\_\_2 \_\_\_N/A
5. Demonstrate the ability to effectively educate/mentor technology users. \_\_\_1 \_\_\_2 \_\_\_N/A
6. Demonstrate the ability to establish and maintain positive, effective working relationships with staff, students, and the community. \_\_\_1 \_\_\_2 \_\_\_N/A
7. Demonstrate effective time management, organizational skills, and prioritization of work to meet the needs of the users. \_\_\_1 \_\_\_2 \_\_\_N/A
8. Demonstrate the ability to follow and communicate effectively, both orally and in writing. \_\_\_1 \_\_\_2 \_\_\_N/A
9. Demonstrate the ability to quickly acquire new knowledge regarding technology. \_\_\_1 \_\_\_2 \_\_\_N/A
10. Demonstrate initiative, flexibility, and the ability to work independently. \_\_\_1 \_\_\_2 \_\_\_N/A
11. Demonstrate excellent human relations and interpersonal skills. \_\_\_1 \_\_\_2 \_\_\_N/A
12. Demonstrate ability to design and deliver technology enhanced instruction. \_\_\_1 \_\_\_2 \_\_\_N/A

Key Duties and Responsibilities

1. Collaborates with teachers in composing effective technology infused, content-based lessons, and supports the teachers as they implement the lessons in their classrooms. \_\_\_1 \_\_\_2 \_\_\_N/A
2. Promotes model instructional practices and the role of technology in them. \_\_\_1 \_\_\_2 \_\_\_N/A
3. Articulates appropriate instructional technology practices as described in technology standards for students, and teachers. \_\_\_1 \_\_\_2 \_\_\_N/A
4. Provides assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups. \_\_\_1 \_\_\_2 \_\_\_N/A
5. Collaborates in the evaluation, selection and implementation of instructional technology materials and software. \_\_\_1 \_\_\_2 \_\_\_N/A
6. Assists with technology training as part of collaborative school district staff development initiatives and supports regional and statewide initiatives such as CCSS, and the ISTE Technology Standards for teachers and students. \_\_\_1 \_\_\_2 \_\_\_N/A

- 7. Works with curriculum staff to develop and implement technology enhanced curriculum integration projects. \_\_\_1 \_\_\_2 \_\_\_N/A
- 8. Provides leadership in developing and implementing technology plans and serves on the district technology committee, and other committees as deem appropriate. \_\_\_1 \_\_\_2 \_\_\_N/A
- 9. Works with staff in accessing and interpreting pertinent data in order to improve learning for all students. \_\_\_1 \_\_\_2 \_\_\_N/A
- 10. Collaborates with School Administrators, Library Media Specialists, and staff to ensure infrastructure and tools are available to carry out school and technology initiatives. \_\_\_1 \_\_\_2 \_\_\_N/A
- 11. Conducts research about advancements in technology tools and resources to inform decision-making. \_\_\_1 \_\_\_2 \_\_\_N/A
- 12. Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field. \_\_\_1 \_\_\_2 \_\_\_N/A
- 13. Conducts staff development and supports community awareness initiatives. \_\_\_1 \_\_\_2 \_\_\_N/A
- 14. Performs other duties as assigned. \_\_\_1 \_\_\_2 \_\_\_N/A

COMMENTS:

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Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood, that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Instructional Facilitator

\_\_\_\_\_  
Signature of Evaluator