

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
PROGRAMMER / ANALYST II

1. SERVICE DELIVERY

- _____ 1. Develop accurate and efficient computer programs.
- _____ 2. Maintain current knowledge of standard languages, coding methods and operations requirements.
- _____ 3. Test programs thoroughly.
- _____ 4. Analyze program specifications for completeness and conformance to coding standards.
- _____ 5. Design program logic to meet specifications to adhere to prescribed standards.
- _____ 6. Code programs in authorized language.
- _____ 7. Document programs according to installation standards.
- _____ 8. Assist in system development and implementation activities.
- _____ 9. Serve as project manager as needed.
- _____ 10. Assist in the design of automated portions of system.
- _____ 11. Perform data collection interviews and other data collection procedures as needed for program design.
- _____ 12. Define requirements for improving or replacing systems.
- _____ 13. Prepare specifications for systems improvement.
- _____ 14. Develop systems testing and conversion plans.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 15. Advise and assist the Deputy Superintendent and other District staff members of the various data processing functions.
- _____ 16. Provide coordination of activities between the various department users.
- _____ 17. Use effective communication strategies to interact with a variety of audiences.
- _____ 18. Respond to inquiries and concerns in a timely manner.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 19. Maintain knowledge of development in the area of systems and software.
- _____ 20. Maintain a network of peer contacts through professional organizations.
- _____ 21. Promote and support the professional growth of self and others.

4. SYSTEMIC FUNCTIONS

- _____ 22. Exhibit support for the District's vision, mission, goals and priorities.
- _____ 23. Prepare all required reports and maintain all appropriate records.
- _____ 24. Provide student data, parent data, grades, discipline data, and the like, to schools and other appropriate agencies as required.
- _____ 25. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 26. Provide information processing, systems counseling and guidance to management personnel throughout the District.

PROGRAMMER / ANALYST II (Continued)

- _____ 27. Demonstrate initiative in the performance of assigned responsibilities.
- _____ 28. Anticipate potential problems and develop processes or procedures to prevent or address them.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 29. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 30. _____
- _____ 31. _____
- _____ 32. _____
- _____ 33. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 34. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 35. The accurate and timely filing of all school reports
- _____ 36. The completion of required professional development services.
- _____ 37. _____
- _____ 38. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)