SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SYSTEM SUPPORT SPECIALIST I

1. SERVICE DELIVERY

_____ 1. Remain up-to-date on Department of Education (DOE) reporting requirements for the student, staff and finance data.

_____ 2. Provide help-desk support as needed to end-users.

_____ 3. Provide training to individual personnel as required.

_____ 4. Assist in the normal day-to-day operations of the data center.

_____ 5. Prepare all required reports and maintain all appropriate records.

2 . EMPLOYEE QUALITIES / RESPONSIBILITIES

_____ 6. Maintain confidentiality regarding all matters related to assignment

_____ 7. Participate in workshops and training sessions as required.

_____ 8. Maintain work area in a safe and secure manner.

_____ 9. Provide for positive communication among staff.

_____ 10. Model and maintain high ethical standards.

_____ 11. follow attendance and proper dress rules as required.

3. SYSTEM SUPPORT

_____ 12. Ensure that School Board policies and governmental regulations are being consistently applied to assigned area.

_____ 13. Serve as a liaison between schools and DOE on matters related to assigned area.

_____ 14. Assist in the development of policies as required.

_____ 15. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

_____ 16. 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, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

_____ 17. _____

_____ 18. _____

_____ 19. _____

_____ 20. _____

5. ASSESSMENT AND OTHER SERVICES

_____ 21. The use of the adopted performance appraisal systems for instructional and other employees.

_____ 22. The accurate and timely filing of all school reports

_____ 23. The completion of required professional development services.

_____ 24. _____

SYSTEM SUPPORT SPECIALIST I (Continued)

_____ 25. _____

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DATA COLLECTION CODES

O -- Observed   **I – Clearly Indicated**
C -- Collected Data   **NE – Not Evident**

INTERACTION DATES

Formal Observations   **Informal Observations**

_____**(Date)**   _____**(Date)**

_____**(Date)**   _____**(Date)**

_____**(Date)**   _____**(Date)**

_____**(Signature of Evaluator / Date)**