

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**COMPUTER / TECHNOLOGY SPECIALIST**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Recommend the purchase of material for the implementation and improvement of computer instruction in the school.
- \_\_\_\_\_ 2. Coordinate the distribution of computer hardware and software in the school.
- \_\_\_\_\_ 3. Maintain and trouble-shoot local area networks.
- \_\_\_\_\_ 4. Supervise network usage, education, configuration, expansion, and maintenance with appropriate staff, consultants and other personnel.
- \_\_\_\_\_ 5. Install software and hardware on network and configure individual work stations.
- \_\_\_\_\_ 6. Become familiar with software used by each teacher or staff member.
- \_\_\_\_\_ 7. Ensure that system backups are performed on a timely basis and arrange for proper storage and documentation.
- \_\_\_\_\_ 8. Maintain network security levels and monitor user ID's.
- \_\_\_\_\_ 9. Handle technology problems and situations as they arise.
- \_\_\_\_\_ 10. Provide initial training and update training to teachers, administrators and paraprofessionals who use Success Maker software.
- \_\_\_\_\_ 11. Provide support to all schools for intervention, troubleshooting, reports analysis, questions and needs in implementing.
- \_\_\_\_\_ 12. Set up and secure the Success Maker Program.
- \_\_\_\_\_ 13. Monitor and make adjustments to improve implementation procedures to best benefit students.
- \_\_\_\_\_ 14. Provide assistance in the repair of hardware and software.
- \_\_\_\_\_ 15. Provide recommendation for correlation of courseware to state academic standards.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 16. Keep abreast of educational trends regarding computer-assisted instruction and advances in electronics and technology.
- \_\_\_\_\_ 17. Maintain confidentiality regarding all matters related to assignment.
- \_\_\_\_\_ 18. Participate in workshops and training sessions as required.
- \_\_\_\_\_ 19. Maintain work area in a safe and secure manner.
- \_\_\_\_\_ 20. Provide for positive communication among staff.
- \_\_\_\_\_ 21. Model and maintain high ethical standards.
- \_\_\_\_\_ 22. Follow attendance and proper dress rules as required.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 23. Provide for staff development in the use of the computer as an instructional tool.
- \_\_\_\_\_ 24. Work with curriculum committees to develop or procure computer programs to meet instructional objectives.
- \_\_\_\_\_ 25. Represent the school computer education program to the public through computer workshops and other presentations.
- \_\_\_\_\_ 26. Evaluate, on an annual basis, the overall computer education program of the school and make recommendations regarding the program to the principal.
- \_\_\_\_\_ 27. Submit quarterly reports to the Superintendent, Directors and Principals on student performance.
- \_\_\_\_\_ 28. Perform other duties as assigned.

COMPUTER / TECHNOLOGY SPECIALIST (Continued)

**4. 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. \_\_\_\_\_

**5. 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)