

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
ELECTRONICS TECHNICIAN, INSTRUCTIONAL MEDIA

1. SERVICE DELIVERY

- _____ 1. Operate technical television equipment for ITFS transmission and / or duplication of educational programs used in the local and participating schools.
- _____ 2. Execute the daily broadcast of scheduled programs from educational archives and satellite networks.
- _____ 3. Assist in the installation of new and replacement technical equipment which supports the efficient operation of Instructional Television Center.
- _____ 4. Perform minor preventive maintenance and cleaning of technical electronic equipment used in the ITV center.
- _____ 5. Monitor and evaluate the planning and completion of ITV projects.
- _____ 6. Evaluate and review, on a continuous basis, financial requirements of the department in cooperation with appropriate staff.
- _____ 7. Prepare all required reports and maintain all appropriate records.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 8. Communicate to supervisor the status of projects and conditions in relation to meeting program goals and objectives.
- _____ 9. Maintain effective relations with patrons, employees and the general public.
- _____ 10. Develop and deliver, as required, appropriate and current training for all assigned staff.
- _____ 11. Keep abreast of new developments in design, operation and maintenance of systems to ensure maximum efficiency.
- _____ 12. Attend meetings and conferences which promote professional growth and benefit the District.
- _____ 13. Keep abreast of legal requirements and proposed changes in area of responsibility.

3. SYSTEM SUPPORT

- _____ 14. Coordinate activities with schools and other divisions.
- _____ 15. Ensure that School Board policies and governmental regulations are consistently applied to area of responsibility.
- _____ 16. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- _____ 17. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 18. 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.
- _____ 19. _____
- _____ 20. _____
- _____ 21. _____
- _____ 22. _____

ELECTRONICS TECHNICIAN, INSTRUCTIONAL MEDIA (Continued)

5. ASSESSMENT AND OTHER SERVICES

- _____ 23. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 24. The accurate and timely filing of all school reports
- _____ 25. The completion of required professional development services.
- _____ 26. _____
- _____ 27. _____

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)