SCHOOL DISTRICT OF GADSDEN COUNTY

PROGRAMMER / ANALYST II

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year**_____

1. SERVICE DELIVERY

Category Definitions

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.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

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PROGRAMMER / ANALYST II (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions
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.

Source Code (circle choices)

A.	Behavioral Event Interview	B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions
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.

Source Code (circle choices)

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Rating Code (circle one)

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PROGRAMMER / ANALYST II (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

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.

Source Code (circle choices)

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Rating Code (circle one)

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5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

26. Provide information processing, systems counseling and guidance to management personnel throughout the District.
27. Demonstrate initiative in the performance of assigned responsibilities.
28. Anticipate potential problems and develop processes or procedures to prevent or address them.

Source Code (circle choices)

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PROGRAMMER / ANALYST II (Continued)

6. WORKSITE SERVICE STANDARDS

Control Dimension

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.

(Special Note)
An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

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7. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)
An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

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PROGRAMMER / ANALYST II (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____   Needs Improvement _____   Effective _____   Very Effective _____ Outstanding _____

Comments of the Evaluatee:
_____
_____
_____
_____

Comments of the Evaluator:
_____
_____
_____
_____

This evaluation has been discussed with me: Yes _____   No _____

_____
Signature of Evaluatee   Date

_____
Signature of Evaluator   Date