

## SCHOOL DISTRICT OF GADSDEN COUNTY

### SYSTEM SUPPORT SPECIALIST III

#### PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

#### 1. SERVICE DELIVERY

##### Category Definitions

1. Monitor data entry activity of schools and departments to ensure the integrity, accuracy and validity of the data.
2. Remain up-to-date on Department of Education (DOE) requirements for the student, staff and finance data.
3. Set up run cards for FTE, EDY and other required data.
4. Submit FTE information to DOE as required.
5. Resolve FTE inaccuracies and reconcile the database as needed.
6. Assist in the normal day-to-day operations of the data center.
7. Prepare all required reports and maintain all appropriate records.

##### Source Code (circle choices)

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

##### Rating Code (circle one)

- |                |                   |           |                |             |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

## SYSTEM SUPPORT SPECIALIST III (Continued)

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

Category Definitions					
8. Maintain confidentiality regarding all matters related to assignment 9. Participate in workshops and training sessions as required. 10. Maintain work area in a safe and secure manner. 11. Provide for positive communication among staff. 12. Model and maintain high ethical standards. 13. Follow attendance and proper dress rules as required.					
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. SYSTEM SUPPORT**

Category Definitions					
14. Ensure that School board policies and governmental regulations are being consistently applied to assigned area. 15. Serve as a liaison between schools and DOE on matters related to assigned area. 16. Assist in the development of policies as required. 17. Perform other duties as assigned.					
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	

## SYSTEM SUPPORT SPECIALIST III (Continued)

**4. 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, teammanship 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)

- |                                      |                                |                                  |  |                              |                                 |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| <b>A. Behavioral Event Interview</b> | <b>B. Direct Documentation</b> | <b>C. Indirect Documentation</b> | <b>D. Training Programs Competency Acquisition</b> | <b>E. Evaluatee Provided</b> | <b>F. Confirmed Observation</b> |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

**Rating Code** (circle one)

**Unsatisfactory                  Needs Improvement                  Effective                  Very Effective                  Outstanding**

**5. 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)

- |                                      |                                |                                  |  |                              |                                 |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| <b>A. Behavioral Event Interview</b> | <b>B. Direct Documentation</b> | <b>C. Indirect Documentation</b> | <b>D. Training Programs Competency Acquisition</b> | <b>E. Evaluatee Provided</b> | <b>F. Confirmed Observation</b> |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

**Rating Code** (circle one)

**Unsatisfactory                  Needs Improvement                  Effective                  Very Effective                  Outstanding**

**SYSTEM SUPPORT SPECIALIST III (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:**

This evaluation has been discussed with me: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Evaluatee** **Date**

**Comments of the Evaluator:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Evaluator** **Date**