

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

COMPUTER SYSTEMS REPAIR AND MAINTENANCE TECHNICIAN

1. SERVICE DELIVERY

- _____ 1. Diagnose computer hardware problems and perform repairs as needed.
- _____ 2. Provide assistance and guidance as needed to other personnel as it relates to the use and care of computers and peripheral equipment.
- _____ 3. Perform preventive maintenance services on computer hardware as needed.
- _____ 4. Prepare all materials and supplies needed for the maintenance and repair of equipment.
- _____ 5. Assist with the maintenance of computer network cabling systems as needed.
- _____ 6. Diagnose electronic communication problems and perform repairs as needed.
- _____ 7. Process District-wide requests for microcomputer and associated peripheral repairs.
- _____ 8. Provide assistance to all school and department personnel in proper use and self-maintenance of equipment.
- _____ 9. Handle all requests for terminal relocation.
- _____ 10. Process all requests for cabling, including requests for additional drops, retrofitting old buildings and new construction.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 11. Provide for positive communication among staff and vendors alike.
- _____ 12. Model and maintain high ethical standards.
- _____ 13. Attend vendor education classes to remain current on equipment repair and wiring techniques.

3. SYSTEM SUPPORT

- _____ 14. Keep abreast of new technologies and brief appropriate personnel on their appropriateness to the District.
- _____ 15. Ensure that School Board policies and government regulations are being consistently applied to area of responsibility.
- _____ 16. Prepare all required reports and maintain all appropriate records.
- _____ 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. _____

COMPUTER SYSTEMS REPAIR AND MAINTENANCE TECHNICIAN (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)