SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
COMPUTER SYSTEMS OPERATOR III

1. SERVICE DELIVERY

_____ 1. Download reports from Department of Education (DOE) as required.
_____ 2. Process batch jobs as required.
_____ 3. Monitor the system.
_____ 4. Perform minor equipment cleaning and report equipment malfunctions to appropriate persons.
_____ 5. Perform all system backups on a regular basis as required.
_____ 6. Handle communication problems in an effective and efficient manner.
_____ 7. Provide assistance and guidance, as needed, to other personnel as it relates to production and use of equipment.
_____ 8. Plan work production for the computer system to ensure a smooth work flow and conformity with standards.
_____ 9. Request service on equipment as needed.
_____ 10. Requisition all materials and supplies needed for the efficient operation of the system.

2 . EMPLOYEE QUALITIES / RESPONSIBILITIES

_____ 11. Maintain knowledge of development in the area of systems, hardware, software and telecommunications and incorporate new developments into future systems as directed.
_____ 12. Maintain a network of peer contacts through professional organizations.
_____ 13. Promote and support the professional growth of self and others.
_____ 14. Demonstrate initiative in the performance of assigned responsibilities.
_____ 15. Provide assistance and guidance as needed to other personnel as it relates to production and use of equipment.

3. SYSTEM SUPPORT

_____ 16. Exhibit support for the District's vision, mission, goals and priorities.
_____ 17. Prepare all required reports and maintain all appropriate records.
_____ 18. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
_____ 19. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

_____ 20. 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.
_____ 21. _____
_____ 22. _____
_____ 23. _____
_____ 24. _____

COMPUTER SYSTEMS OPERATOR III (Continued)

5. *ASSESSMENT AND OTHER SERVICES*

_____ 25. The use of the adopted performance appraisal systems for instructional and other employees.
_____ 26. The accurate and timely filing of all school reports.
_____ 27. The completion of required professional development services.
_____ 28. _____
_____ 29. _____

DATA COLLECTION CODES

O -- Observed   **I – Clearly Indicated**
C -- Collected Data   **NE – Not Evident**

INTERACTION DATES

Formal Observations   **Informal Observations**

_____**(Date)**   _____**(Date)**

_____**(Date)**   _____**(Date)**

_____**(Date)**   _____**(Date)**

_____**(Signature of Evaluator / Date)**