

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
PROGRAMMER / ANALYST I

1. SERVICE DELIVERY

- _____ 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.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 12. Advise and assist the Deputy Superintendent and other District staff members of the various data processing functions.
- _____ 13. Provide coordination of activities between the various department users.
- _____ 14. Use effective communication strategies to interact with a variety of audiences.
- _____ 15. Respond to inquiries and concerns in a timely manner.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 16. Maintain knowledge of development in the area of systems and software.
- _____ 17. Maintain a network of peer contacts through professional organizations.
- _____ 18. Promote and support the professional growth of self and others.

4. SYSTEMIC FUNCTIONS

- _____ 19. Exhibit support for the District's vision, mission, goals and priorities.
- _____ 20. Prepare all required reports and maintain all appropriate records.
- _____ 21. Provide student data, parent data, grades, discipline data, and the like, to schools and other appropriate agencies as required.
- _____ 22. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 23. Provide information processing, systems counseling and guidance to management personnel throughout the District.
- _____ 24. Demonstrate initiative in the performance of assigned responsibilities.
- _____ 25. Anticipate potential problems and develop processes or procedures to prevent or address them.

PROGRAMMER / ANALYST I (Continued)

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 26. 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.
- _____ 27. _____
- _____ 28. _____
- _____ 29. _____
- _____ 30. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 31. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 32. The accurate and timely filing of all school reports
- _____ 33. The completion of required professional development services.
- _____ 34. _____
- _____ 35. _____

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)