

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**EDUCATIONAL PARAPROFESSIONAL – COMPUTER LAB**

**1. PLANNING / PREPARATION**

- \_\_\_\_\_ 1. Assist in scheduling lab times and activities.  
 \_\_\_\_\_ 2. Ensure that the lab is clean and appropriately arranged for student use.  
 \_\_\_\_\_ 3. Ensure that the equipment and software is operating properly prior to arrival of students.

**2. ADMINISTRATIVE / MANAGEMENT**

- \_\_\_\_\_ 4. Manage time efficiently.  
 \_\_\_\_\_ 5. Assist and monitor networking system provided to other classes.  
 \_\_\_\_\_ 6. Assist in maintaining the security of records, materials, and equipment.

**3. ASSESSMENT / EVALUATION**

- \_\_\_\_\_ 7. Print out weekly reports determining student progress and appropriate placement in adopted programs.  
 \_\_\_\_\_ 8. Print student progress reports quarterly for the Principal.

**4. INTERVENTION / DIRECT SERVICES**

- \_\_\_\_\_ 9. Perform minor repairs in the lab and for teachers.  
 \_\_\_\_\_ 10. Move about the computer lab assisting students in the program.  
 \_\_\_\_\_ 11. Provide class demonstrations to solve common problems.  
 \_\_\_\_\_ 12. Clean computers and tables at least weekly.

**5. COLLABORATION**

- \_\_\_\_\_ 13. Interact effectively with students, teachers, and administration.  
 \_\_\_\_\_ 14. Assist in maintaining positive relationships between the school and parents.  
 \_\_\_\_\_ 15. Work independently and as a team member.  
 \_\_\_\_\_ 16. Communicate effectively orally and in writing.  
 \_\_\_\_\_ 17. Communicate with Principal and / or District if there are problems with the system.

**6. STAFF DEVELOPMENT**

- \_\_\_\_\_ 18. Participate in workshops and inservice programs to update skills and knowledge.  
 \_\_\_\_\_ 19. Assist peers in acquiring knowledge and understanding of lab hardware and software, school policies and procedures, and other relevant areas.

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**7. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 20. Maintain confidentiality regarding student information.
- \_\_\_\_\_ 21. Report to work punctually and regularly.
- \_\_\_\_\_ 22. Display appropriate work ethic.
- \_\_\_\_\_ 23. Follow all school policies and procedures.
- \_\_\_\_\_ 24. Represent the school and District in an appropriate manner.
- \_\_\_\_\_ 25. Keep the Principal informed about problems, potential problems, and unusual events.
- \_\_\_\_\_ 26. Perform other duties as assigned.

**8. STUDENT GROWTH / ACHIEVEMENT**

**INDICATORS**

- \_\_\_\_\_ 27. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area(s) and / or student program classification being served.
- \_\_\_\_\_ 28. Assist the teacher in maintaining the records which document student performance.
- \_\_\_\_\_ 29. \_\_\_\_\_
- \_\_\_\_\_ 30. \_\_\_\_\_

**9. 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. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- \_\_\_\_\_ 35. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

EDUCATIONAL PARAPROFESSIONAL – COMPUTER LAB (Continued)

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)