

**SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SYSTEM SUPPORT SPECIALIST II**

1. SERVICE DELIVERY

- _____ 1. Develop and maintain end-users manuals for the student, Human Resources and Finance databases.
- _____ 2. Remain up-to-date on Department of Education (DOE) reporting requirements for the student, staff and finance data.
- _____ 3. Provide new user orientation and training for the District’s Integrated Student Software.
- _____ 4. Provide on-going inservice to users as needed.
- _____ 5. Provide documentation for all systems operations.
- _____ 6. Assist in the normal day-to-day operations of the data center.
- _____ 7. Prepare all required reports and maintain all appropriate records.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 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.

3. SYSTEM SUPPORT

- _____ 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.

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. _____

SYSTEM SUPPORT SPECIALIST II (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)