SCHOOL DISTRICT OF GADSDEN COUNTY

DATA PROCESSING COORDINATOR

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year** _____

1. SERVICE DELIVERY

Category Definitions
1. Manage the IBM AS/400 data network within the District.
2. Recommend the purchase of all hardware and software required for the data network system.
3. Recommend the purchase of all forms needed for District use.
4. Plan and manage departmental staffing, development, organization, hardware acquisition and facilities to ensure they are consistent with the educational plan.
5. Manage the design, development and maintenance of systems, programs, systems software, telecommunications structure, software and programs to meet the needs of schools and the District.
6. Supervise office automation and intra-office communications.
7. Supervise the access security for District applications.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

DATA PROCESSING COORDINATOR (Continued)

2.   INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions
8. Advise and assist the Deputy Superintendent and other District staff members of the various data processing functions. 9. Provide coordination of activities between the various department users. 10. Use effective communication strategies to interact with a variety of audiences. 11. Respond to inquiries and concerns in a timely manner.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions
12. Provide technical assistance to assigned employees as needed. 13. Provide for the cross-training of personnel in the department. 14. Maintain knowledge of development in the area of systems, hardware, software and telecommunications and incorporate new developments into future systems. 15. Maintain a network of peer contacts through professional organizations. 16. Promote and support the professional growth of self and others.

Source Code (circle choices)

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Rating Code (circle one)

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DATA PROCESSING COORDINATOR (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

17. Establish data processing policies, standards, practices and security measures to ensure effective and consistent information processing operations.
18. Coordinate the successful implementation of computer systems required to comply with State Department of Education requirements, directives and State Board rules, including the requirement for a comprehensive management information system.
19. Oversee the applications necessary to meet the needs of users and determine appropriate computer platforms, acquisition methodology and support requirements.
20. Exhibit support for the District's vision, mission, goals and priorities.
21. Prepare all required reports and maintain all appropriate records.
22, Perform other duties as assigned.

Source Code (circle choices)

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Rating Code (circle one)

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5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

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.

Source Code (circle choices)

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Rating Code (circle one)

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DATA PROCESSING COORDINATOR (Continued)

6. WORKSITE SERVICE STANDARDS

Control Dimension

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.

(Special Note)
An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

| A. | Behavioral Event Interview | B. | Direct Documentation | C. | Indirect Documentation | D. | Training Programs Competency Acquisition | E. | Evaluatee Provided | F. | Confirmed Observation |

Rating Code (circle one)

| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |

7. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)
An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

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DATA PROCESSING COORDINATOR (Continued)

<u>**OVERALL RATING: (enter total scores)**</u>

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____   **Needs Improvement** _____   **Effective** _____   **Very Effective** _____ **Outstanding** _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

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Comments of the Evaluator:

Signature of Evaluatee   **Date**

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Signature of Evaluator   **Date**