# SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
## DATA PROCESSING COORDINATOR

### *1. SERVICE DELIVERY*

_____ 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.

### *2. INTERAGENCY COMMUNICATION AND DELIVERY*

_____ 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.

### *3. PROFESSIONAL GROWTH AND IMPROVEMENT*

_____ 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.

### *4. SYSTEMIC FUNCTIONS*

_____ 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.

**DATA PROCESSING COORDINATOR** (Continued)

## 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.

## 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, teamsmanship 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 PROCESSING COORDINATOR** (Continued)

<center>DATA COLLECTION CODES</center>

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

<center>INTERACTION DATES</center>

**Formal Observations**                                         **Informal Observations**

_____(Date)          _____(Date)

_____(Date)          _____(Date)

_____(Date)          _____(Date)

_____(Signature of Evaluator / Date)