

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
COMPUTER SYSTEMS OPERATOR I

1. SERVICE DELIVERY

- _____ 1. Download reports from Department of Education (DOE) as required.
- _____ 2. Process batch jobs as required.
- _____ 3. Monitor the system.
- _____ 4. Perform minor equipment cleaning and report equipment malfunctions to appropriate persons.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 5. Maintain knowledge of development in the area of systems, hardware, software and telecommunications and incorporate new developments into future systems as directed.
- _____ 6. Maintain a network of peer contacts through professional organizations.
- _____ 7. Promote and support the professional growth of self and others.
- _____ 8. Demonstrate initiative in the performance of assigned responsibilities.
- _____ 9. Provide assistance and guidance as needed to other personnel as it relates to production and use of equipment.

3. SYSTEM SUPPORT

- _____ 10. Exhibit support for the District's vision, mission, goals and priorities.
- _____ 11. Prepare all required reports and maintain all appropriate records.
- _____ 12. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- _____ 13. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 14. 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.
- _____ 15. _____
- _____ 16. _____
- _____ 17. _____
- _____ 18. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 19. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 20. The accurate and timely filing of all school reports.
- _____ 21. The completion of required professional development services.
- _____ 22. _____
- _____ 23. _____

COMPUTER SYSTEMS OPERATOR I (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)