

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

**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.
- \_\_\_\_\_ 5. Perform all system backups on a regular basis as required.
- \_\_\_\_\_ 6. Handle communication problems in an effective and efficient manner.
- \_\_\_\_\_ 7. Provide assistance and guidance, as needed, to other personnel as it relates to production and use of equipment.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 8. Maintain knowledge of development in the area of systems, hardware, software and telecommunications and incorporate new developments into future systems as directed.
- \_\_\_\_\_ 9. Maintain a network of peer contacts through professional organizations.
- \_\_\_\_\_ 10. Promote and support the professional growth of self and others.
- \_\_\_\_\_ 11. Demonstrate initiative in the performance of assigned responsibilities.
- \_\_\_\_\_ 12. Provide assistance and guidance as needed to other personnel as it relates to production and use of equipment.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 13. Exhibit support for the District’s vision, mission, goals and priorities.
- \_\_\_\_\_ 14. Prepare all required reports and maintain all appropriate records.
- \_\_\_\_\_ 15. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- \_\_\_\_\_ 16. Perform other duties as assigned.

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 17. 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.
- \_\_\_\_\_ 18. \_\_\_\_\_
- \_\_\_\_\_ 19. \_\_\_\_\_
- \_\_\_\_\_ 20. \_\_\_\_\_
- \_\_\_\_\_ 21. \_\_\_\_\_

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 22. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 23. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 24. The completion of required professional development services.

COMPUTER SYSTEMS OPERATOR II (Continued)

\_\_\_\_\_ 25. \_\_\_\_\_  
\_\_\_\_\_ 26. \_\_\_\_\_

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)