

SCHOOL DISTRICT OF GADSDEN COUNTY

SYSTEM SUPPORT SPECIALIST II

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

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.

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 |
|----------------|-------------------|-----------|----------------|-------------|

SYSTEM SUPPORT SPECIALIST II (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES**Category Definitions**

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.

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. SYSTEM SUPPORT**Category Definitions**

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.

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 |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

SYSTEM SUPPORT SPECIALIST II (Continued)

4. 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, teammanship 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

5. 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)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| 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

SYSTEM SUPPORT SPECIALIST II (Continued)

OVERALL RATING: (enter total scores)

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 _____

Signature of Evaluatee **Date**

Comments of the Evaluator:

Signature of Evaluator **Date**