

SCHOOL DISTRICT OF GADSDEN COUNTY

PROGRAMMER / ANALYST I

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Develop accurate and efficient computer programs.
2. Maintain current knowledge of standard languages, coding methods and operations requirements.
3. Test programs thoroughly.
4. Analyze program specifications for completeness and conformance to coding standards.
5. Design program logic to meet specifications to adhere to prescribed standards.
6. Code programs in authorized language.
7. Document programs according to installation standards.
8. Assist in system development and implementation activities.
9. Serve as project manager as needed.
10. Assist in the design of automated portions of system.
11. Perform data collection interviews and other data collection procedures as needed for program design.

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

PROGRAMMER / ANALYST I (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

- 12. Advise and assist the Deputy Superintendent and other District staff members of the various data processing functions.
- 13. Provide coordination of activities between the various department users.
- 14. Use effective communication strategies to interact with a variety of audiences.
- 15. 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

- 16. Maintain knowledge of development in the area of systems and software.
- 17. Maintain a network of peer contacts through professional organizations.
- 18. Promote and support the professional growth of self and others.

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

PROGRAMMER / ANALYST I (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

- 19. Exhibit support for the District's vision, mission, goals and priorities.
- 20. Prepare all required reports and maintain all appropriate records.
- 21. Provide student data, parent data, grades, discipline data, and the like, to schools and other appropriate agencies as required.
- 22. 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

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)

- 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

PROGRAMMER / ANALYST I (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)

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

PROGRAMMER / ANALYST I (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**