SCHOOL DISTRICT OF GADSDEN COUNTY

COMPUTER SYSTEMS OPERATOR III

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year**_____

1. SERVICE DELIVERY

Category Definitions

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.
8. Plan work production for the computer system to ensure a smooth work flow and conformity with standards.
9. Request service on equipment as needed.
10. Requisition all materials and supplies needed for the efficient operation of the system.

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

COMPUTER SYSTEMS OPERATOR III (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

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

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
16. Exhibit support for the District's vision, mission, goals and priorities.
17. Prepare all required reports and maintain all appropriate records.
18. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
19. 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

COMPUTER SYSTEMS OPERATOR III (Continued)

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 |

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 |

COMPUTER SYSTEMS OPERATOR III (Continued)

<u>**OVERALL RATING:** (enter total scores)</u>

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**