SCHOOL DISTRICT OF GADSDEN COUNTY

PROGRAMMER / ANALYST II

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. 12. Define requirements for improving or replacing systems. 13. Prepare specifications for systems improvement. 14. Develop systems testing and conversion plans. Decumentation Decumentation Direct Documentation Direct Mode (circle choices) A. Behavioral Event B. Direct Documentation D. Training Programs Completency Acquisition E. Evaluatee Provided Observation Observation Rating Code (circle one)											
 Maintain current knowledge of standard languages, coding methods and operations requirements. Test programs thoroughly. Analyze program specifications for completeness and conformance to coding standards. Design program logic to meet specifications to adhere to prescribed standards. Code programs in authorized language. Document programs according to installation standards. Assist in system development and implementation activities. Serve as project manager as needed. Assist in the design of automated portions of system. Perform data collection interviews and other data collection procedures as needed for program design. Define requirements for improving or replacing systems. Prepare specifications for systems improvement. Develop systems testing and conversion plans. Source Code (circle choices) A. Behavioral Event B. Direct Documentation C. Indirect Documentation C. Indirect Documentation C. Indirect Acquisition	Category Definitions										
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Rating Code (circle one)	A. Behavioral Event B. Direct C. Indirect	Programs Competency									
Unsatisfactory Needs Improvement Effective Very Effective Outstanding											

2. INTERAGENCY COMMUNICATION AND DELIVERY

	Category Definitions										
15. Advise and assist the Deputy Superintendent and other District staff members of the various data processing functions.16. Provide coordination of activities between the various department users.17. Use effective communication strategies to interact with a variety of audiences.18. Respond to inquiries and concerns in a timely manner.											
Sou	urce Code (circle choices))									
А.	Behavioral Event Interview	B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Rat	Rating Code (circle one)										
	Unsatisfactory		Needs Improvement		Effective		Very Effective Outstandin			Outstanding	

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions									
 Maintain knowledge of development in the area of systems and software. Maintain a network of peer contacts through professional organizations. Promote and support the professional growth of self and others. 									
Source Code (circle choices) A. Behavioral Event B. Interview	Direct Documentation	C. Indirec	ct D. Dentation	. Training Programs	E.	Evaluatee Provided	F.	Confirmed Observation	
Inter view	Documentation	Docum	entation	Competency Acquisition	7	Flovided		Observation	
Rating Code (circle one)									
Unsatisfactory	Needs Improv	vement	Effective		Very Effe	ctive	0	utstanding	

4. SYSTEMIC FUNCTIONS

	Category Definitions										
 22. Exhibit support for the District's vision, mission, goals and priorities. 23. Prepare all required reports and maintain all appropriate records. 24. Provide student data, parent data, grades, discipline data, and the like, to schools and other appropriate agencies as required. 25. Perform other duties as assigned. 											
Sourc	Source Code (circle choices)										
	ehavioral Event I nterview	В.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
	ng Code (circle one) Unsatisfactory			Effective		Very Effective			Dutstanding		

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions										
26. Provide information processing, systems counseling and guidance to management personnel throughout the District.27. Demonstrate initiative in the performance of assigned responsibilities.28. Anticipate potential problems and develop processes or procedures to prevent or address them.										
Source Code (circle choices)										
A. Behavioral Event B. Dire Interview Doct	rect C. Indirect cumentation Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation						
Rating Code (circle one)										
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding						

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.										
					(Specia	al No	ote)				
A	An effective or high	her 1	rating is required	in t	•	. 0	ry in order (to be eligi	ble for an ov	erall effec	ctive or higher
	rating.										
Sou	urce Code (circle choices	;)									
А.	Behavioral Event Interview	В.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Rating Code (circle one)											
	Unsatisfactory		Needs Improve	emen	t Effe	ctive		Very Eff	ective	O	utstanding

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	В.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Ra	ting Code (circle one) Unsatisfactory		Needs Impro	veme	ent E	ffectiv	e	Very E	ffective	0	outstanding

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 Evaluate	e:		This evaluation has been discussed v	vith me: Yes No								
Comments of the Evaluato			Signature of Evaluatee	Date								
			Signature of Evaluator	Date								