

**WAKULLA COUNTY SCHOOL BOARD
 COMPREHENSIVE ASSESSMENT FORM SUMMARY
 SUPPORT PERSONNEL**

Name _____ Position **MIS SENIOR OPERATOR**

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding 100 – 94 Exemplary 93 – 86 Effective 85 – 75 Needs Improvement 74 – 65 Unsatisfactory 64 - 0

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

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
MANAGEMENT INFORMATION SYSTEMS (MIS) SENIOR OPERATOR**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Serve as the contact for school / District database users.
2. Provide telephone and on-site training to Gateway Student System users.
3. Monitor school operations and make recommendations to improve performance and efficiency.
4. Enter data as needed to assist schools / District in meeting reporting requirements.
5. Provide technical assistance to schools / District experiencing communications and/or hardware problems with database system.
6. Print and scan grade reports, process and run report cards every grading period.
7. Post and receive F.A.S.T.E.R. request for schools.
8. Run programs to monitor school / District-level data entry activities.
9. Submit and monitor Gateway Student back-up program.
10. Maintain FTE hardware records per survey including all amendments.
11. Run edits, reports and assist in corrections to database as required by State DOE guidelines.
12. Assist schools with student scheduling.
13. Upload all test data.
14. Assist with Bright Futures Scholarship information, uploading to state.
15. Run jobs / programs requested by the District administrative staff.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 30 Exemplary 28 Effective 26 Needs Improvement 18 Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

16. Visit, periodically, school sites to explain system modifications.
17. Assist in the preparation of manuals, guides, memoranda and instructions involving automated student record keeping system.
18. Serve as contact / liaison for Santa Rosa County programmers.
19. Maintain the Gateway Student System bulletin board and keep a file of announcements that are posted.
20. Assist other agencies by downloading / uploading information as requested by the Director.
21. Communicate effectively with users, programmers, District and school personnel.
22. Assist in answering office telephones when needed.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 16 Exemplary 14 Effective 12 Needs Improvement 6 Unsatisfactory 0

Name _____

Position _____

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 23. Maintain confidentiality and support the security efforts of the MIS department.
- 24. Participate in workshops and training sessions as required to update knowledge and skills.
- 25. Maintain work area in a safe and secure manner.
- 26. Provide for positive communication among staff.
- 27. Model and maintain high ethical standards.
- 28. Complete work assignments with minimum supervision.
- 29. Follow District and state policies and procedures.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

4. SYSTEM SUPPORT

Category Definitions

- 30. Prepare all required reports and maintain all appropriate records.
- 31. Assist with the District Wide-Area Network and Local-Area Network, helping to input data to network server and trouble-shoot difficulties with its performance.
- 32. Assist with the maintenance of all Wakulla County School Board forms in computer application format as well as in hardcopy file.
- 33. Assist in maintaining the records storage procedure.
- 34. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

5. WORKSITE SERVICE STANDARDS

Category Definitions

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 (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0