

**STUDENT DATA TECHNICIAN  
Summative Appraisal Form**

Name \_\_\_\_\_ Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_ Date of Review \_\_\_\_\_

**Directions**

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- |          |                              |  |
|----------|------------------------------|--|
| <b>5</b> | <b>Clearly Outstanding:</b>  | Performance is consistently far superior to what is normally expected.                 |
| <b>4</b> | <b>Exceeds Expectations:</b> | Performance demonstrates increased proficiency and is consistently above expectations. |
| <b>3</b> | <b>Meets Expectations:</b>   | Performance meets expectations and presents no significant problems.                   |
| <b>2</b> | <b>Below Expectations:</b>   | Performance is consistently below expectations and significant problems exist.         |
| <b>1</b> | <b>Unsatisfactory:</b>       | Performance is consistently unacceptable.  |
| <b>0</b> | <b>Not Applicable</b>        |  |

**JOB PERFORMANCE STATEMENTS**

**STUDENT INFORMATION SYSTEMS (SIS)**

- \_\_\_\_ 1. Become skilled and proficient at navigating Skyward on the features, options, and information for assisting customers.
- \_\_\_\_ 2. Provides help-desk support to parents, teachers, students and staff on Skyward related login issues.
- \_\_\_\_ 3. Refers questions related to Skyward SIS processes and procedures to the Data Quality Team.
- \_\_\_\_ 4. Prepares the SIS for future scheduling of course requests by creating student wish lists.
- \_\_\_\_ 5. Responsible for the coding and deployment of Skyward Custom Forms; coordinates with the technology department to automate the sharing of information.
- \_\_\_\_ 6. Under the supervision of the Director, customizes the SIS using Skycode conventions.
- \_\_\_\_ 7. Manages the New Student Online Enrollment (NSOE) module; troubleshoots any program areas of concern.
- \_\_\_\_ 8. Manages the Family and Student access modules; rolls over modules as needed.
- \_\_\_\_ 9. Manages the department and assigned district web pages.
- \_\_\_\_ 10. Creates interactive forms using Excel, Word, and/or Adobe Professional.

- \_\_\_\_ 11. Creates district specific video tutorials for parents, students, and teachers focusing on the use of the SIS.
- \_\_\_\_ 12. Receives and processes Credit-by-Exam results; records grades in the student information system (SIS).

**COMMENTS:** \_\_\_\_\_

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**INTEGRATION OF INSTRUCTIONAL PROGRAMS**

- \_\_\_\_ 13. Manages Student Information System (SIS) in the functions such as extracting exported data to third-party vendors (e.g. Clever, Medixsoft, CLI, etc.) create API connectivity, monitor and set up SFTP protocols for SIS exports.
- \_\_\_\_ 14. Manages database uploads for instructional and assessment software and internal based programs (Destiny, Renaissance, DMAC, Lifetouch, Houghton Mifflin, Canvas, etc.)
- \_\_\_\_ 15. Provides technical assistance and training for campuses for student and staff log in for multiple systems (i.e. Canvas, GSMU, Skylert, etc.)
- \_\_\_\_ 16. Conducts district training for use of functions of Student Information System (SIS passwords when requested by staff)
- \_\_\_\_ 17. Coordinates with the C&I Dept. and third-party vendors to assist with the integration and rostering of new software applications.
- \_\_\_\_ 18. Prepares archiving of records for retention on 3rd party servers and roll over data. (Destiny, Renaissance, etc.).

**COMMENTS:** \_\_\_\_\_

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**PEIMS COORDINATION**

- \_\_\_\_ 19. Assists in coordinating the collection, integration, and formatting of all data from Skyward and all third required for PEIMS submission according to Texas Education Agency PEIMS Data Standards.
- \_\_\_\_ 20. Assists with generating reports and verification checks on data to ensure accuracy of information. Distributes edits and reports to appropriate staff for analysis, verification, and correction.
- \_\_\_\_ 21. Assists with assuring district data collection procedures are in compliance with federal, state, and local reporting requirements.
- \_\_\_\_ 22. Monitors programs as assigned for data quality compliance and submit findings to the Director of PEIMS for any required actions.

**COMMENTS:** \_\_\_\_\_

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**TRAINING AND TECHNICAL SUPPORT**

- \_\_\_\_ 23. Provides training and support to campuses and to business and personnel office staff responsible for processing PEIMS data.
- \_\_\_\_ 24. Receives PEIMS-related information from ESC and TEA, attend all regional PEIMS workshops, and disseminate information to other staff in a timely manner, including updates to PEIMS Data Standards

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Files**

- \_\_\_\_ 25. Maintains department's physical and computerized files.
- \_\_\_\_ 26. Prepares and processes purchase orders; performs routine bookkeeping tasks; assists director with budget preparation; maintains department budget.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Ethics**

- \_\_\_\_ 27. Reports any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- \_\_\_\_ 28. Safeguards against unauthorized access to assigned computer system and electronic data.
- \_\_\_\_ 29. Coordinates security and account clearance settings for Skyward SIS.
- \_\_\_\_ 30. Maintains confidentiality of all data and files.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Other**

- \_\_\_\_ 31. Performs other short-term duties and responsibilities as assigned.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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Summative Conference Comments:

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**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

\_\_\_\_ Renewal and/or Extension of Assignment

\_\_\_\_ Non-renewal of Assignment

\_\_\_\_ Termination of Assignment

\_\_\_\_ Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date