

Revised 1/2011

Name: _____

Year: _____

CARBON COUNTY SCHOOL DISTRICT NO.2
EVALUATION OF
DATA SPECIALIST

1 – **Satisfactory** – consistently performed at a competent level
2 – **Not Satisfactory** – serious deficiencies exist in this area
N/A – **Not Applicable**

- 1. Maintains and confirms data accuracy in student information system. 1___ 2___ N/A___
- 2. Provides information and/or training on the student information system and provides user support. 1___ 2___ N/A___
- 3. Generates appropriate data for state reporting and files state reports in accordance with deadlines. 1___ 2___ N/A___
- 4. Maintains electronic record of student's scores on approved district and standardized test scores. 1___ 2___ N/A___
- 5. Creates and/or exports data for data analysis tasks for district and/or schools. 1___ 2___ N/A___
- 6. Accesses state system to collect data for district and/or schools. 1___ 2___ N/A___
- 7. Maintains records for the Wyoming Transcript Center, Inform, and other state data sources and trains others to use resources. 1___ 2___ N/A___
- 8. Assists in creating documents (letters, newsletters, brochures, etc.). 1___ 2___ N/A___
- 9. Such other duties as may be assigned by the Technology Coordinator and/or Administration. 1___ 2___ N/A___

Comments: _____

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: _____

Signature of Data Specialist

Signature of Supervisor