

COMPUTER OPERATIONS DIRECTOR

QUALIFICATIONS:

- A Master's Degree in computer science or related field such as: mathematics, accounting or business administration along with at least 15 hours of course work in computer science.
- At least three years of experience in the utilization of computers including system analysis, programming and computer operations is required.
- At least five years supervisory experience in data processing or related area in either the business or school environment.
- Classroom teaching or school administration experience preferred.
- Experience with educational applications, such as, scheduling, grade reporting and school budgeting systems.
- Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Administrative computer personnel

JOB GOAL: To develop, implement and support computer applications to meet the educational and administrative needs of the School District Computer Operations Department.

PERFORMANCE RESPONSIBILITIES:

- Participates in the development of plans to satisfy the educational goals and meet the administrative needs of the School District.
- Assumes responsibility for all computer activities within the school system.
- Provides assistance to educational staff members in the use of computers in their respective fields and conducts in-service training when necessary.
- Provides hardware and software support required to meet instructional needs.