**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.