

SECTION CENTRAL ADMINISTRATION

AREA CLASSIFIED PERSONNEL

TITLE: ASSISTANT TO COMPUTER OPERATIONS SPECIALIST (High School)

QUALIFICATIONS:

1. Thorough knowledge of data processing practices and procedures.
2. Knowledge of computer student reporting systems, spread sheets and databases.
3. Excellent communications skills.
4. Knowledge of personal computers, PC networking and communications.
5. Knowledge of Microsoft NT Networking Systems.

REPORTING RESPONSIBILITY:

The Assistant to Computer Operations Specialist works under the general direction of the Computer Operations Specialist and is directly responsible to the Supervisor of Guidance and the building principal

JOB GOAL:

Under the direction of the Computer Operations Specialist, the Assistant to Computer Operations Specialist helps to coordinates the data entry and update functions for the student reporting system at the within their assigned school , In addition, he/she assists in resolving operational problems with networks and personal computers. He/She will also provide training to the staff in the use of the student reporting system

TERMS OF EMPLOYMENT:

Twelve month contract. Benefits as described in Policy 4931, Benefits - District-Wide and Central Office Non-Instructional Personnel.

PERSONAL EVALUATION:

The Assistant to Computer Operations Specialist shall be evaluated in writing by the building principal or the Supervisor of Guidance at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:

1. Helps coordinate the data entry and update functions for the student reporting system
2. Analyzes and resolves daily operational problems with the student reporting system.
3. Assists in resolving daily operational problems with networks and personal computers.
4. Assists with the training of users in the use of new computer hardware and software.
5. Performs other duties and responsibilities incidental to the office or as assigned by the building principal or Supervisor of Guidance.

Position Description approved: 6/26/01