

SECTION CENTRAL ADMINISTRATION

AREA CLASSIFIED PERSONNEL

TITLE: COMPUTER OPERATIONS SPECIALIST (High School, Middle School)

QUALIFICATIONS:

1. Thorough knowledge of data processing practices and procedures.
2. Knowledge of the 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 and other networking Systems

REPORTING RESPONSIBILITY:

The Computer Operations Specialist is directly responsible to the building principal and/or the Supervisor of Guidance for school functions and to the Technology Coordinator for district-wide functions

JOB GOAL:

The Computer Operations Specialist coordinates the data entry and update functions for the student reporting system at their assigned school , and serves as the district specialist in the daily operational aspects of the student reporting system. In addition, he/she assists in resolving operational problems with networks and personal computers. He/She will also provide training to school and district staff in the use of the student reporting system. Approximately eighty percent (80%) of his/her time will be spent on school functions, twenty percent (20%) on district-wide functions.

TERMS OF EMPLOYMENT:

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

PERSONAL EVALUATION:

The 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. Coordinates the data entry and update functions for the student reporting system at their assigned school.
2. Analyzes and resolves daily operational problems with the student reporting system.
3. Analyzes student reporting system functions and trains users throughout the district.
4. Assists in resolving daily operational problems with networks and personal computers.

5. Assists with the installation of new computer hardware and software.
6. Assists with the training of users in the use of new computer hardware and software.
7. Provides assistance to the Management Information Systems Specialist at the Administration Building and others in the generation of student district reports.
8. Performs other duties and responsibilities incidental to the office or as assigned by the building principal, Supervisor of Guidance and/or the Technology Coordinator

Position Description approved: 6/26/01