

DIRECTOR OF COMPUTER SERVICES

- I. Qualifications: Masters Degree
Supervisors Certificate
Experience in educational
use of computers
- II. Duties
- . Oversee computer operations in the Nutley School District
 - . Coordinate educational, administrative, and business use of computers
 - . Ensure proper functioning and maintenance of computer equipment
 - . Draft budget for computer hardware, software and other related expenses
 - . Develop and implement computer curriculum
 - . Supervise and direct computer personnel
 - . Provide computer in-service for administrators and teaching staff members
 - . Give presentations on the status of computer operations to the Board of Education
 - . Other related duties, as assigned by the Superintendent of Schools or his designee
 - . Report to the Superintendent of Schools or his designee
- III. Term of Employment
- . Assignment during the administrative staff member's work year -- at the discretion of the Superintendent of Schools or his designee.
 - . One additional month (twenty days) -- scheduled at discretion of the Superintendent of Schools or his designee.
- IV. Compensation
- . One tenth of administrative staff member's current salary.

8/27/84

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