

Policy GFBK: Job Description: Director of Operations and Support

Status: DRAFT

Original Adopted Date: 07/19/2021 | **Last Reviewed Date:** 09/30/2021

QUALIFICATIONS:

- Bachelors Degree in Computer Science or Management Information Systems or equivalent training or experience.
- Experience in implementing networks, operating systems, software and peripherals.
- Experience in administrative data function.
- Knowledge of application of technology in the teaching process and instructional television as well as instructional computing.
- Ability to effectively communicate, orally and in writing.
- Ability to function on an advanced technical level with equipment representatives and software programmer/designers to include the writing of hardware and network specifications.
- Ability to effectively instruct personnel in the use of technology.
- Ability to troubleshoot hardware and software malfunctions and identify appropriate maintenance requirements.
- Strong work ethic and dedication to assigned tasks.

REPORTS TO: Superintendent

DUTIES AND RESPONSIBILITIES:

- Oversee the Department of Technology to include but not limited to the following:
- Direct the development, implementation and ongoing maintenance of a district technology plan that supports the state technology plan and provides a long range vision for technology within the school district.
- Coordinate and supervise procurement and installation of hardware and software for administrative and data management systems throughout the district.
- Coordinate and supervise staff training for office clerical administrative personnel.
- Coordinate procurement and supervise installation of hardware and software for instructional support.
- Coordinate, supervise and provide instructional personnel and support personnel staff training in the utilization of technology.
- Coordinate any public forums, seminars or other technology related events conducted within or as the responsibility of the school district.
- Work closely with Director of Technology in the implementation of local and state technology initiatives and mandates.
- Oversee construction projects throughout the district.
- Provide accurate and timely reports on current construction and maintenance projects throughout the district.
- Provide advice to the superintendent regarding payouts as they are received.

- Provide efficient leadership regarding construction and maintenance issues as they occur in the field.
- Act as the focal point for all communications with the district architect.
- Plan Construction Meetings.

TERMS OF EMPLOYMENT: 232 days annually with salary in accordance with policies

EVALUATION: Performance of the Director of Operations and Support will be evaluated annually, by the Superintendent in accordance with the provision of board policy.
