

The director of computer services shall be assigned, supervised, and evaluated by the superintendent of schools. The director of computer services may be associated with either the elementary or the secondary staff and may continue to hold other elementary or secondary teaching responsibilities. If the person comes from the elementary ranks, he or she shall be responsible to and evaluated by the superintendent of schools. If the person would come from the secondary ranks he or she would be evaluated by the secondary principal. However, in either situation the director of computer services shall consult and assist staff members at both levels of instruction.

The duties shall include, but not be limited to, the following:

- I. Performing those applicable duties described in the teachers' job description in AR-4560.1.
- II. Assisting staff members to become knowledgeable in the use of computers so that they can be used to assist in meeting the goals consistent with the particular subject-matter field and the overall educational goals of the school district. It is understood that not all staff members have the desire or need to attain the same level of computer expertise. The director of computer services shall be responsible for assisting and advising staff members so computers will become an integral part of the overall instructional process.
- III. Assisting students that may have special problems or concerns in the use of computers and associated equipment. The director of computer services shall be responsible for assisting students that may be conducting assigned research projects which may require a level of computer expertise not possessed by the classroom teacher or may require the use of computers that may be located in the computer laboratory.
  - A. Special projects or research projects must have the approval of the teacher. The teacher may need to consult with the director of computer services to determine if the project is comparable with the ability of the student and that the project can be accomplished by use of the school district's computers.
  - B. Special projects or research projects may, or may not, require an expenditure of funds. The annual school

district budget will identify a specified amount of money to be used at the elementary and secondary levels for projects involving the use by students using the computers and telecommunication networks. The director of computer services, the teacher, and the student shall develop a budget of anticipated expenditures. The budget shall be submitted to the secondary principal or the superintendent of schools for his or her approval. If this programming would exceed this budgeted amount, additional requests shall be presented to the superintendent of schools for approval.

- C. The director of computer services, after consultation with the superintendent of schools, shall annually submit a budget of anticipated expenditures. He or she shall also serve as an advisor to the superintendent of schools concerning the educational needs as these relate to the purchase and replacement of computers and the associated equipment.

IV. Minimum physical requirements for the position.

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking		X		
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 30# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>			X	

- <sup>1</sup> Operate computer equipment (computer, printers, copiers, and cameras).

V. Minimum educational preparation requirements.

- A. Nebraska Bachelor's Master's degree in education.
- B. Holds a Nebraska teaching certificate with endorsement as school elementary or secondary teacher.
- C. Two years previous successful teaching experience.
- D. Must have a broad knowledge of computer software programs.

VI. Performing other tasks and duties as assigned.

VII. This position reports to and is evaluated by the principal(s).

Legal References:	§79-101	Teaching Defined.
	§79-501	District Boards, Hiring of Superintendent, Teachers, and Personnel.
	§79-567	Board of Education, Power to Select Officers and Employees.
	§79-804	Certification Requirements.
	Through §79-816	
	§79-1248	Schools, Written Contracts Required.
	§79-859	Professional Practices Commission.
	Through §79-871	