



Pickens County Board of Education Job Descriptions

DIRECTOR OF TECHNOLOGY

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Superintendent

QUALIFICATIONS: Minimum of Bachelor's degree in computer science or equivalent education and experience along with advanced technical and/or managerial credentials

Minimum of eight or more years of experience in the administration of information and/or education technology systems

Supervisory and/or administrative experience preferred in leading a technology team

Ability to manage multiple, concurrent projects

Skills related to designing, configuring, installing, maintaining, and repairing network systems, subsystems, and servers

Excellent communication skills, both verbal and written

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation.

RESPONSIBILITIES:

- Provide vision and leadership for implementing IT initiatives
- Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, telephones, software applications, and peripherals

- Provide expertise and support during systems upgrades, installations, conversions, and file maintenance
- Oversee systems development, enhancement, and the integration of new systems with existing systems
- Manage multiple, high priority initiatives in a highly technical and fast-paced Help Desk support environment
- Communicate regularly with management, as well as all users of the information services and systems
- Supervise IT personnel, including interviewing, guiding, training, scheduling, evaluating, and disciplining as appropriate; ensure maximum effectiveness, cross-training, and succession planning
- Develop standard operating procedures and best practices, including providing written protocols and guidance to IT staff and end-users
- Ensure smooth and expeditious installation of communications infrastructure and technology equipment at all district locations
- Ensure that all technology-based solutions such as computer network infrastructures and software applications are operational, efficient, and conducive to promoting productivity and technology literacy in a K-12 digital environment
- Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, domain renewals, and documentation of modifications and upgrades
- Research, recommend, and support new and emerging research-based technologies that enhance student learning and achievement; evaluate hardware and software for classroom or administrative needs
- Review the installation/expansion of all electronic data communications systems to ensure compliance with adopted technology standards
- Oversee the planning, development, and implementation of the District's Technology Plan
- Acquire information on competitive pricing for products, materials, and other resources needed for projects and tasks; provide pricing and preferred vendor information to each school or department as needed; track repairs of hardware items with vendors; and resolve billing disputes
- Manage financial aspects of the IT Department, including purchasing, budgeting, and budget review
- Negotiate and administer vendor, outsourcer, and consultant contracts and service agreements
- Maintain appropriate records to ensure inspection and due diligence readiness
- Manage and maintain servers, security solutions, and network hardware and equipment; design, configure, install, and maintain LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, security, antivirus, etc.), firewall system, and telecommunications systems
- Oversee the management of the technology inventory with the Asset Manager Inventory Program to include maintaining accurate, updated lists of all technology items; ensure all newly purchased items are properly inventoried prior to placement in the schools, buildings, or departments

- Develop and maintain an IT Disaster Recovery Plan
- Develop and maintain a system that tracks the volume, type, and status of technology-based work requests
- Direct the installation and setup/breakdown of new technology labs and workstations
- Develop and maintain good safety procedures
- Oversee the Technology Department and dispatch personnel in an effective, efficient manner during targeted, essential projects
- Conduct a professional needs assessment and develop an annual professional development plan for the technology staff
- Conduct employee evaluations and identify remediation best practices when an employee's performance falls below acceptable expectations
- Perform and promote all activities in compliance with equal employment nondiscrimination policies of the Pickens County Board of Education.
- Follow federal and state laws, in addition to school board policies.
- Follow work scheduling and attendance requirements in a regular, predictable, and punctual manner.
- Promote and maintain a positive, safe, productive, and professional department for employees and stakeholders
- Professionally represent the Pickens County School District at meetings, conferences, and events
- Perform other duties as assigned