



Technology Department

504 Laurel Street

Bremen, GA 30110

JOB DESCRIPTION
DIRECTOR OF TECHNOLOGY

Description

The Director of Technology is responsible for administration and management of the Bremen City Schools Technology Department. This includes maintaining an efficient technology support team, communication & data network infrastructure and properly functioning end-user environment. The person will not only maintain, but provide short and long-term planning and financial strategies to provide the school system with the best technology and communication systems available.

Reports To

Superintendent

Responsibilities

Strategy & Planning

- Developing 3-year technology plans required by the GaDOE.
- Developing disaster recovery strategies.
- Developing long-term technology and communication strategies.

Acquisition & Deployment

- Review and approve products or solutions for purchase.
- Training of faculty and staff in use of any new technology.
- Budget planning and compliance.

Operational Management

- Distributes information and provides training on new initiatives emerging from the GADOE
- Maintain an efficient technical support staff by establishing roles within the department as well as effective policies and procedures
- Establish and maintain acceptable use policies for student use of computers in classrooms as well as content filtering hardware and software that maintain CIPA compliance
- Reviews and approves professional development training for Technology Department personnel in related areas of responsibility
- Researches and assists in setting specifications for networking and telecommunications technology in schools including internet, intranet, local area networking and wide area networking
- Maintain the effective use of Federal E-Rate funding to provide technology-related services and equipment
- Develop and maintain a three-year technology plan for the entire school district

- Research and pursue any technology-related grants that may be available for qualification
- Ensure the proper support is given to the student information system (SIS) as well as the district financial system
- Coordinate and conduct all school level technology committee meetings.
- Participates in workshops and professional learning activities and applies what is learned to the job.
- Performs all other duties and responsibilities as assigned.

Position Requirements

Formal Education, Past Experience, & Certification

- Bachelor's Degree in Related Field or Demonstrative Equivalent Expertise in Field
- 8 years minimum experience related to job description.
- Minimum two of the following certifications (or equivalent):
 - A+ Certification
 - Network+ Certification
 - Microsoft Certified Technology Specialist
 - Microsoft Certified IT Professional
 - Microsoft Certified Master

Knowledge & Experience

- Excellent technical knowledge of telecommunication and data network systems.
- Excellent technical knowledge of server & workstation operating systems and hardware.
- Working technical knowledge of current protocols, operating systems, and standards.
- Ability to conduct research into issues and products as required.
- Ability to formulate and maintain adherence to a departmental budget.
- Ability to formulate short and long term plans and strategies.
- Experience in managing employees.
- Ability to provide cost analysis and awareness of current competitive pricing.

Personal Attributes

- Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
- Is present at work every day, on time, and performs all duties as assigned effectively and efficiently.
- Is neat and professional in appearance befitting the job they provide the school system.
- Strong written and oral communication skills.
- Self-motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.
- Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
- Maintains confidentiality of sensitive information and material; adheres to chain of command.
- Shows initiative and assumes responsibility for all aspects of job responsibilities.
- Exhibits time on task and a flexible, cooperative, progressive and hard-working attitude and style.

Work Conditions

- Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components.
- Lifting and transporting of heavy to moderately heavy objects, such as computers and peripherals.