



# Pickens County Schools

## Job Descriptions

### **CHIEF TECHNOLOGY OFFICER**

**Title/Position:** Chief Technology Officer

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 240 Days

**Reports to:** Superintendent of Schools

**Qualifications:**

1. Bachelors degree from an accredited college or university.
2. Minimum of five years experience (including at least two years supervisory or administrative experience) in the administration of information/education technology systems.

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

#### **RESPONSIBILITIES**

- Ensure smooth and expeditious installation of communications infrastructure and technology equipment for all county locations and, ensure that all technology-based solutions, such as computers network infrastructures and software applications are operational, efficient and conducive to promoting productivity and technology literacy in a k-12 environment.
- Planning and coordinating projects, acquiring product and special tasks.
- Review the installation/expansion of all electronic data communications systems to ensure compliance with adopted technology standards.
- Promote and maintain a positive, safe and professional work environment.
- Review, recommend and provide the tools and resources necessary to ensure the operability and interoperability of all systems.
- Develop and manage the district's technology priorities & projects.
- Maintain accurate, updated lists of all technology items that are considered that are considered basic equipment.
- Conduct employee evaluations and execute remediation when employee performance falls below acceptable standards.
- Develop and execute contingency plans for failed, stolen or severely damaged critical systems.
- Oversee the dispatch of personnel to provide technology support throughout the district.
- Develop standards for the continued professional development of the technology staff.
- Maintain a system which tracks the volume, type and status of technology-based work requests.
- Direct the efforts in researching and recommending new and emerging technologies that have potential in the K-12 arena.
- Professionally represent the Pickens County School District at meetings, conferences and conventions.

- Assess, recommend and provide for training on specific applications and programs adopted by the school district.
- Oversee the management of the Technology Department and the technology inventory.
- Provide ongoing guidance and assistance with the creation and fine-tuning of policies and procedures that are both global in scale to the districts priorities and objectives and specific to the operation of the Technology Department.
- Ensure the provision of end-user telephone and on-site support.
- Direct the installation and setup/breakdown of new labs and workstations.
- Provide pricing and preferred vendor information to each school or department.
- Track repair of hardware items with vendors and resolve billing disputes.
- Perform and promote all activities in compliances with equal employment nondiscrimination policies of the Pickens County Board of Education.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Endure adherence to good safety procedures.
- Follow federal and state laws, as well as school board policies.
- Perform other duties as assigned.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Exempt