



Job Title: Technology Specialist IV – A/V, Infrastructure and Communications

Supervisor: Communication Coordinator- Technology

Terms of Employment: 246 days

Job Summary:

Install and maintain network and media cabling, associated infrastructure and components, including wireless access points, analog and digital cameras, interactive white boards, voice/telephony systems, and TV/media players/projectors and audio visual equipment. Oversee and provide strategies for assigned projects.

Essential Duties:

1. Install and manage highly available, integrated Mitel phone system to meet instruction and operation needs of the district.
2. Manage installation and monitor all district security cameras (approximately 3,300 devices). Provide end user support for camera software to district users.
3. Install and maintain all types of infrastructure equipment and materials, data network equipment and supporting components.
4. Manage and oversee all structured cabling and network infrastructure installs by internal and external resources.
5. Provide support for school AV Equipment in auditoriums, gyms and athletic complexes.
6. Oversee support, installation and refresh of approximately 3,000 district installed projectors/interactive projectors/TVs/etc. to meet instructional needs of the district.
7. Install and maintain District paging/intercom/bell systems and schedules.
8. Assist as needed with planning, installation, and inventory of E-Rate funded activities.
9. Work as part of the technology team to support instructional and operational need requirements.
10. Provide regular reports regarding the status of projects including but not limited to material use, time scheduling, and progression of contract labor to Communication Coordinator.
11. Communicate, coordinate and cooperate with other departments to accomplish tasks.
12. Help coordinate and organize inventory assigned to particular upcoming and on-going projects.
13. Oversee contractor personnel on day-to-day operations and special projects.
14. Work with vendors of networking, telephony, and infrastructure products and services to provide a stable, cost effective network environment.
15. Read and design plans and implement A/V systems using CAD and/or Visio.
16. Manage and operate analog and digital audio consoles.

Other Duties:



Perform other tasks as assigned by the Communication Coordinator- Technology

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Minimum ten (10) years' experience working with network and media cabling, associated infrastructure and components, including wireless access points, analog and digital cameras, interactive white boards, voice/telephony systems, and TV/media players/projectors.
2. Associate's degree in electronics technology or related major preferred.
3. Thorough knowledge of data/voice/CATV/surveillance/intercom systems infrastructure, including installation and termination of cabling, conduit, and corresponding test/certification equipment.
4. Knowledge and experience with installation and maintenance of media/instructional technology components including, but not limited to interactive white boards, projectors, and flat screen TVs.
5. Knowledge and experience in Crestron, AMX, Extron, Biamp, and BSS programming.
6. Complete understanding of Audio, Video Matrices as well as networking of devices including managed and unmanaged switches.
7. Understanding of rigging and fly points.
8. Ability to take directions and work with others. Highly organized, task driven, self-motivated and detail oriented.
9. Ability to work and problem solve independently and as part of a cross-functional team.
10. Ability to work a flexible schedule as needed, including weekends, holidays, and/or evenings.
11. Ability to coordinate and lead an assigned team on projects.
12. Valid SC Drivers' license and reliable transportation.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 75 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;



- Ability to climb ladders;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone;
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 118

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-20-2025