



TECHNOLOGY

Director of Technology

Keeping Barnesville connected, secure, supported, and ready to learn.

This districtwide administrative leadership position directs, maintains, secures, and supports the technology systems that power instruction, administration, communication, and facility safety. The Director provides hands-on technical expertise, protects district data and access, supports employees and students, and recommends practical improvements - from networks and WiFi to iPads, cybersecurity, cameras, and user support.

Position at a Glance

EMPLOYMENT Full-time 12-month Administrative	REPORTS TO Superintendent and Principals
DEPARTMENT Technology	SUPERVISES None
WRITTEN AND REVISED September 2026	JOB EVALUATION DATE TBD

Role Focus

25%		NETWORK SYSTEMS Wired infrastructure, servers, switches, and firewalls
25%		TECHNOLOGY SUPPORT Teachers, staff, students, and classrooms
10%		WIFI SYSTEMS Connectivity across buildings and grounds
20%		IPAD SYSTEMS & DEVICE DEPLOYMENT Secure, supported devices across their lifecycle
10%		CYBERSECURITY & SAFETY SYSTEMS Privacy, cameras, access, and incident response
10%		COMMUNICATIONS & GROWTH Website, social media, and professional learning

Qualification Snapshot

EDUCATION Two- or four-year degree in IT, computer science, network administration, educational technology, or a related field; applicable experience may substitute	EXPERIENCE PREFERRED Network infrastructure, WiFi, device management, and technology support in education or another multi-user setting	CERTIFICATION No certification or licensure required; CompTIA Network+, Security+, Apple, Cisco, or equivalent preferred
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Core Capabilities

- Network protocols, switching and routing, firewalls, WiFi standards, and cybersecurity fundamentals.
- Mobile Device Management, especially Apple/iPad ecosystems, device deployment, and inventory systems.
- IP security cameras, video-management software, storage, and access controls.
- Strong troubleshooting, diagnostic, and problem-solving skills across hardware, software, and connectivity.
- Clear communication and the ability to explain technical information to non-technical users.
- Ability to work with varied constituencies while staying current with educational technology and endpoint-management trends.

01 Network Systems

25%

Secure, well-documented core infrastructure

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the design, configuration, monitoring, security, and performance of wired infrastructure, servers, switches, firewalls, and related systems.
- Performs routine maintenance, troubleshooting, updates, backups, and security measures and coordinates major repairs or vendor support as needed.
- Maintains network documentation, access controls, and compliance with district policies and relevant regulations.
- Recommends network upgrades, replacements, and capacity planning as district needs evolve.

02 Technology Support

25%

Teachers, staff, students, classrooms, and instructional tools

- Provides day-to-day technical assistance for hardware, software, classroom devices, projection systems, and instructional technology tools.
- Performs troubleshooting, setup, configuration, and repair coordination and escalates complex issues appropriately.
- Trains and supports teachers and staff on effective technology use and responds to help-desk tickets and on-site requests promptly.
- Assists with technology integration for instructional and administrative needs.

03 WiFi Systems

10%

Reliable connectivity across district buildings and grounds

- Manages wireless access points, controllers, coverage, performance, and security across all district buildings and grounds.
- Monitors signal strength, capacity, and interference and performs troubleshooting, firmware updates, and optimizations.
- Supports seamless connectivity for instructional devices, staff, and approved guests.
- Coordinates WiFi expansions, upgrades, documentation, and vendor support when needed.

04 iPad Systems & Device Deployment

20%

Secure, supported devices throughout their lifecycle

- Oversees MDM platforms, enrollment, configuration profiles, app deployment, updates, and security settings.
- Manages inventory, imaging and setup, distribution, recovery, and end-of-life processes for student and staff iPads.
- Provides user support, troubleshooting, and training related to iPads and associated apps and services.
- Maintains accurate device records and recommends replacement cycles.

05 Cybersecurity & Safety Systems

10%

Data privacy, incident response, cameras, storage, and access

- Monitors systems, enforces security policies, applies updates, supports vulnerability checks and awareness training, and promotes data-privacy compliance.
- Responds to technology incidents and coordinates security measures, repairs, documentation, and vendor support.
- Oversees security-camera installation, configuration, recording, storage, access, maintenance, coverage, retention, and authorized footage requests.

06 Communications & Professional Growth

10%

Website, social media, training, and emerging technology

- Maintains accurate district website content and functionality.
- Creates, schedules, and posts official social-media content consistent with district branding and communication guidelines.
- Attends training, seminars, district in-service, and staff meetings and stays current with emerging technologies and cybersecurity practices.
- Applies professional learning to district needs and recommends practical technology improvements.

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Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision-Making, Freedom to Act, and Major Challenges

The Director makes decisions about networks, WiFi, device management, support priorities, cybersecurity, and security cameras, consulting the Superintendent, building principals, and other personnel when needed. The Director balances security with usability, prioritizes competing requests, and manages limited resources under time constraints. The Technology Committee meets monthly or as needed to discuss and update district technology needs.

Working Conditions

Work is performed primarily in offices, server and network rooms, and classrooms, with occasional work outdoors, in confined spaces, or at heights for access points and cameras. The role may encounter moderate equipment noise, dust, and typical building conditions and may require protective equipment or safety procedures. Occasional evening or weekend work supports maintenance, upgrades, and urgent needs.

Physical Effort

The position regularly sits, stands, walks, bends, stoops, kneels, and moves through district buildings. It uses ladders or lifts occasionally, frequently carries equipment up to 20 pounds, and occasionally lifts up to 50 pounds. The work requires visual acuity, depth perception, hand-eye coordination, manual dexterity, and extended periods at a computer or on-site.

Mental Effort

The position manages concurrent tasks, interruptions, urgent outages, and competing demands. It analyzes technical data, diagnoses complex issues, researches solutions, manages resources, learns new systems quickly, meets service expectations, and communicates and collaborates continually with colleagues and end users.

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Accountability & Expected Outcomes

Position accountability and annual performance expectations

A performance evaluation will be conducted annually by the Superintendent.

Supervision of Others

The position has no formal supervision of employees, but may coordinate with or guide part-time support staff, vendors, or student helpers as assigned.

Machines, Tools, Equipment, Electronic Devices, and Software

- Uses computers, laptops, servers, switches, routers, firewalls, wireless access points and controllers, iPads, MDM platforms, security-camera systems, video-management software, cabling tools, testers, hand tools, ladders, diagnostic equipment, office-productivity software, network-monitoring and management tools, remote-support tools, inventory systems, and vendor software.

Job Outcomes

- Maintains reliable, secure networks, WiFi, servers, switches, firewalls, and related infrastructure.
- Provides timely, respectful technical support for teachers, staff, students, and classrooms.
- Manages district iPads and other devices through enrollment, configuration, deployment, recovery, and replacement.
- Maintains accurate documentation, inventories, access controls, and recommended replacement cycles.
- Protects district data, systems, and access through cybersecurity measures, updates, awareness, and incident response.
- Maintains security-camera systems and supports authorized footage requests in accordance with district practices.
- Keeps district website and social-media content accurate, functional, branded, and timely.
- Communicates and collaborates effectively with district staff, students, and the community.
- Projects a positive, cooperative, respectful, and service-oriented attitude with students, families, staff, vendors, and community members.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.