



**DOUGLAS COUNTY SCHOOL
SYSTEM**
P. O. BOX 1077, Douglasville, GA 30133
Mr. Trent North, Superintendent
770-651-2378

VACANCY NOTICE

2023-2024 School Year

POSTING DATE: March 13, 2024

CLOSING DATE: March 27, 2024 or until filled

POSITION TITLE: Assistant Director of Technology

PRIMARY FUNCTION: The Assistant Director of Technology is responsible for assisting with ensuring the efficient operation of all technology systems in the school district. Assists with planning, supervising, and evaluating the activities performed by the Network Services Division of the Technology Department. Ensures the secure design, support, and operation of all network technologies for the school system including data center operation; data storage; implementation and integration of database systems; server systems; network transport; communications systems including voice over IP, cellular, and analog phone systems; video over IP; wired and wireless network systems including the district's fiber optic network; network security; video security and secure access systems. Assists in managing vendor services related to the Technology Department.

REQUIREMENTS: Educational Level: Bachelor's Degree in technology-related fields or \ combination of training and experience.

Certification/License Required: Cisco Certified Network Professional

PHYSICAL REQUIREMENTS: Routine physical activities required to fulfill job responsibilities.
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects.

PROFICIENT SKILLS:

- Minimum of five years of successful experience in managing technology-related projects and personnel, experience in training personnel, familiarity with state-of-the-art technology as it pertains to school and system applications, knowledge of appropriate resources, organizations, and vendors.
- Demonstrates leadership ability and can effectively manage a team.
- Organizational skills to support the management of multiple projects simultaneously while ensuring deadlines and budgetary requirements are

met.

- Possesses personal characteristics and professional competencies that facilitate working with teachers, school system personnel, students, and the general public.
- Maintains an understanding of current and emerging technologies that support both K-12 education and business systems, through self-study and use of available resources
- Technical writing ability to assist in the development, evaluation and purchasing of hardware and software.
- Familiarity with Windows 10 operating system and Microsoft Office 2016 or higher.
- Must possess a high level of self-motivation, responsibility, and good judgment.
- Flexibility of schedule to include after normal business hours, weekend or holiday work as required

PAY GRADE: Leadership N - Salary Range \$75,307.00 to \$105,987.00 - Salary placement will be based on Douglas County Board of Education approved salary schedules and years of verified experience.

FLSA STATUS: Non-Exempt

TERMS OF EMPLOYMENT: 231 Days

REPORTS TO: Executive Director of Technology

Essential Duties
1. Demonstrates effective written and verbal communication.
2. Evaluates, designs, implements, administers, configures, documents, and supervises complex, converged networks, including the following: IP systems, fiber and copper cabling systems, VoIP, network video systems, cellular and wireless-based technologies.
3. Evaluates, designs, implements, administers, configures, documents, and supervises support of the district's network server environments including hardware support and maintenance, server virtualization, administering Active Directory, integrating with other databases, data storage systems, data backups, and other required future server technologies as they are identified.
4. Evaluates, designs, implements, administers, configures, documents, and supervises support of IP, analog, and cellular telecommunications systems and projects. Including, but not limited to, the district's IP telephony systems; routing and switching; network protocols; Telephony Call Managers; IP/IVR's; voicemail services and integration with Microsoft Exchange email; IP call routing: survivable remote telephony; and district cellular phones, including smartphone devices.
5. Monitoring of event logs and queues to improve or maintain network systems.

6. Evaluate new systems architectures for compliance against internal and external requirements. Advise the Executive Director of Technology on recommended courses of action to support these requirements.
7. Communicate with internal teams responsible for creating and maintaining security standards, procedures, and guidelines. Ensure security patch, antivirus, and configuration compliance. Develop assessments, security plans, and mitigation plans to identify security risks. Apply and develop network asset protection program methodologies.
8. Evaluate, recommend, design, implement, and troubleshoot video security and secure access systems.
9. Manage technology projects effectively. Identifies necessary resources for technology projects and manages projects as assigned to ensure projects are completed within set deadlines and identified budget. Communicates relevant information related to technology projects with appropriate system personnel.
10. Assists with developing and improving standards for technology hardware and software.
11. Maintains knowledge of current and emerging technologies. Assists with developing policies, guidelines, and procedures related to implementing and supporting existing and new technologies.
12. Maintains communication with technology department members, other district departments, school districts, professional organizations, and the Georgia Department of Education in order to better support technology for the Douglas County School System.
13. Maintains an understanding of K-12 education initiatives within the district, state, and nation in order to support and improve student achievement through the use of technology in Douglas County.
14. Develop and provide training for the Technology Department as well as other school system staff.
15. Assists with writing, evaluation, and selection of technical specifications for the purpose of identifying and evaluating standards for technology hardware and software as required to submit requests for proposals or to obtain quotes for purchasing of technology.
16. Obtains technical certifications as required by the Executive Director of Technology.
17. Produces reports as required by the Executive Director of Technology.
18. Ensures appropriate use of technology resources.
19. Assists in the development of annual budgetary needs to support the Technology Department.
20. Coordinates services for maintaining an accurate inventory of all network devices and servers including hardware and software.

21. Assists in managing services and contracts provided by vendors.
22. Performs other such duties as assigned by the Executive Director of Technology.
23. Demonstrates prompt and regular attendance.

APPLICATION PROCEDURES:

External Applicants: Applicants should complete an application at www.dcssga.org. (Click on "Employment" then, "Job Vacancies/Postings" to link to classified application.)

Current Employees: A letter of interest, resume and a list of three references with address and phone numbers.

Email your application materials to Human.Resources@dcssga.org by **March 27, 2024**.

The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.