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**NICHOLAS COUNTY**  
S C H O O L S

400 Old Main Drive, Summersville, WV 26651  
Phone 304-872-3611  
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**Job Description**

**Position:** Technology Director

**Classification:** Professional

**Reports to:** Superintendent

**FLSA Status:** Exempt

**Evaluation:**

Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and Nicholas County Board of Education Policy GCNA.

**Job Summary:**

The Director of Technology/WVEIS County Contact assists the Superintendent, central office administrators, principals, teachers, and students with administrative and technical assistance in a variety of ways related to technology and to supervise the planning, installation, configuration, and maintenance of county computer systems, file servers, distance learning, phone systems, surveillance and security systems and food service hardware..

**Qualifications:**

- Minimum of Bachelor's Degree
- Technology Systems Specialist (or willing to obtain)
- Certified Wireless Administrator, preferred
- Certified Apple/Macintosh Technician, preferred
- Aeries A+ Certified Computer Repair Technician, preferred
- BICSI ITS Installer 2, preferred
- Cisco Network Administrative Certificate, preferred
- Protected Critical Infrastructure Information (PCII) Certified, preferred
- Three years of experience with e-Rate and WVEIS, preferred
- Perform the job duties set forth below

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgement in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in the practice of ethical principles and democratic values.

**Responsibilities:**

- Develop long-term and short-term plans for meeting technology needs of the district
- Maintain the documentation, inventory, installation, configuration, service maintenance, repairs, modifications, and upgrades on local area networks (LANs), computers, workstations, peripherals, electronic whiteboards, data projectors, operating systems, software and other technology related components
- Contacts appropriate resources (county, RESA, State Contract Vendors, warranty providers, etc.) for additional assistance
- Plan, test and deploy networking products, software and migrations
- Manage users, permissions and security settings 6. Install and configure network versions of software
- Assists with training teachers in equipment operations
- Configure and manage anti-virus and risk management applications
- Develop and coordinate appropriate training of staff 2
- Respond to emergency situations during and after hours for the purpose of resolving immediate technology concerns
- Establish and maintain the annual budget for County Technology needs for presentation to the Superintendent and Chief Financial Officer
- Maintain inventory of equipment and materials
- Prepare bid packages for bidding equipment, supplies, and materials
- Supervise technology personnel
- Assist in the development of administrative guidelines for technology services for student and staff use
- Develop, maintain and monitor policies and procedures to assure compliance with federal and state code
- Assume leadership role in the development of continuing education
- Serve as the County WVEIS Contact
- Serve as County Data Security Contact
- Conduct data breach investigations
- Serve as the County Protected Critical Infrastructure Information (PCII) Contact
- Maintain the Nicholas County Board of Education website
- Maintain an electronic grade reporting system
- Prepare all necessary county, state, and federal reports including the Civil Rights Data Report
- Attend appropriate local, state, and national trainings and/or meetings
- Work collaboratively with LEA, principals, and teachers
- Maintain professional work habits
- Speak clearly and concisely both in oral and written communication

- Establish and maintain effective relationships with students, staff, and community
- Prepare accurate reports and business correspondence consistent with the duties of this position  
Present information and respond to questions from administrators, staff, and the general public  
Provides technical expertise, guidance and informal training to teachers and students using hardware and software programs; and
- Performs all other duties and responsibilities as set forth in Nicholas County Board of Education Policy and as directed by the Superintendent

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk hear, see use technology such as computers and multi-media equipment, and use repetitive motions.

While performing the duties of this job, the employee may frequently lift and/or move at least 10- pounds of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or printed material, and the ability to adjust focus.

The duties of this job requires the employee to drive to and from various schools throughout Nicholas County. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**Work Environment:**

The work environment characteristics described here are the 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. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently hold this position and additional duties may be assigned by the Superintendent or his/her designee.

*Revised 6.2023*