

MARION COUNTY JOB DESCRIPTION

Position Title: Technology Operations Specialist

Job Class:

Department: District Wide

Reports to: Superintendent/District Technology Coordinator

Approved by: Marion County Board of Education

Date: May 2025

SUMMARY: The Technology Operations Specialist promotes the effective use of technology to support student achievement across PreK–12 classrooms. This role provides leadership, professional development, and day-to-day support to staff, while serving as a key liaison between district-level technology initiatives and their implementation at the school level. The Technology Operations Specialist ensures that technology is used efficiently, effectively, and securely to enhance instructional delivery and operational productivity.

The Technology Operations Specialist is responsible for overseeing and managing critical components of the district's technology infrastructure. This includes organizing, coordinating, directing, implementing, and supervising security hardware and software, system-wide equipment, software research and acquisition, mainframes, peripherals, terminals, and office automation systems. The Technology Operations Specialist manages technical services and the design and maintenance of both central and remote computer systems, ensuring software effectively interfaces with telecommunications infrastructure.

This skilled professional works both independently and collaboratively, actively partnering with school and district staff to support, manage, and optimize software systems and network resources that drive instructional success and operational efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Coordinates and implements district-wide research, acquisition, and integration of technology equipment, software, and infrastructure.
- Operates, manages, and troubleshoots technology devices, software applications, and network systems to ensure optimal performance and reliability.
- Oversees mainframe and peripheral systems, including remote computer systems, terminals, and telecommunications interfaces; optimizes system utilization and support.
- Maintains district-wide security hardware, software, and data integrity in coordination with emergency service personnel and in adherence to security protocols.

- Provides technical leadership and support for planning and implementing long-range and short-term technology initiatives across the district.
- Collaborates with staff in evaluating, selecting, and implementing instructional technology tools and materials aligned with district goals and standards.
- Offers training, guidance, and professional development in educational technology, supporting district-wide instructional strategies and staff growth.
- Leads or serves on school technology committees; develop, support, and monitors technology plans and initiatives.
- Supports teachers and students in integrating technology into instruction, aligned with established standards for educational technology use.
- Manages user accounts and access systems established by the district and state; assists in maintaining accurate inventory of devices and equipment.
- Stays current on emerging technology tools, trends, and resources to inform district decision-making and maintain a forward-thinking approach.
- Participates in workshops, meetings, and ongoing professional development related to job duties and instructional technology services.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: A minimum of two (2) years in technical training, certifications, or comparable experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical brochures, and/or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff members and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology effectively in a school setting. Ability to use hands for grasping and repairing devices. Ability to use technology to support instruction, access and manipulate data, enhance professional growth and productivity, communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to effectively organize people and materials.

PHYSICAL DEMANDS: The physical demands described there 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 sit, talk, and hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, and the ability to focus. The ability to travel to other buildings and cities is required. The position requires the individual to sometimes work irregular or extended hours to meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here 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 allow individuals with disabilities to perform the essential functions.

The noise and activity level in the work environment is moderate. The employee will be required to meet deadlines, interact with the public and staff, and at times, work irregular hours.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.