

NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL  
400 MAIN STREET  
WALPOLE, MASSACHUSETTS 02081

**JOB DESCRIPTION**

**TITLE:** TECHNOLOGY DIRECTOR

**STARTING DATE:** March 2, 2026

**APPLICATION DETAILS:** Applications will be accepted until a successful candidate is appointed.

**SALARY:** Based on education and experience

**WORK YEAR:** 12 months (Non-Union) Individual Contract

**SUPERVISION:** Works under the direction and supervision of the Superintendent-Director.

**GENERAL RESPONSIBILITIES:**

Norfolk County Agricultural High School serves approximately 600 students from more than 80 communities across the Commonwealth and operates on an \$18.5 million annual budget.

This position oversees day-to-day operations of the Technology Department, provides Tier 1 & 2 technical support and manages district technology initiatives to enhance learning through technology. This role ensures stability, security and efficiency of the network infrastructure and digital systems. This individual will wear many hats and be a hands-on worker at all times. The person in this position is responsible not only for providing technical expertise for the network and systems, but also for planning and budgeting.

**GENERAL STATEMENT OF DUTIES:**

**Performance Responsibilities**

1. Provide leadership for short and long-term planning for technology infrastructure initiatives.
2. Monitor, maintain, and support all switches, servers and wireless access points.
3. Maintain and respond to issues with print servers, copiers, smartboards, security cameras, intercom, bells, access control, and phone system.
4. Configure, monitor, update and maintain all server-related hardware and software in a multi-platform server-client environment.
5. Plans, evaluates, oversees and applies LAN/WAN, wireless, broadband and desktop security.
6. Monitors, maintains and updates the firewall as needed.
7. Maintains and analyzes network applications, and related file servers and their configurations to isolate problems or to determine more efficient methods.
8. Oversee 1:1 Chromebook initiative: deployment, maintenance and end-of-life cycle for all student and staff devices.
9. Set-up user accounts, permissions and access in Active Directory and Google Workspace Admin Console.
10. Manage budget for hardware/software upgrades, renewals and replacements to ensure cost-effective and reliable technology solutions.
11. Provide technical support in conjunction with the Database Administrator for applications such as Google Workspace for Education, NutriKids, MySchoolBucks, PowerSchool, district website, etc. and other future applications that may be adopted by the district.
12. Support computer-based testing by preparing, configuring and testing devices to ensure disruption free testing (MCAS, PSAT, etc.).
13. Assist the Board of Trustees with technology needs during public-facing open meetings and presentations.
14. Configure and confirm regular back-ups and develop a disaster recovery plan to insure the safeguarding of information.
15. Maintain accurate and up-to-date inventories of all network infrastructure assets, records of warranties, databases, configurations and vendor contracts.
16. Reviews and evaluates new technologies and make recommendations for enhancements as needed.
17. Deploy and utilize tools for assessing server health, monitoring and optimizing network traffic, detecting viruses, preventing intrusion and managing performance and access.
18. Respond to network outages as needed.

19. Prepare technology budgets. Recommend and order hardware, software, and tech supplies with administrative approval.
20. Coordinate with contractors supplying goods and services in support of the district's technology systems.
21. Coordinate planned network/server downtime and upgrades—typically during off-hours to minimize impact on academic programs and administrative operations.
22. Continually expands and increases knowledge of networking and all interrelated hardware/software to meet the changing demands of the position.
23. Stay informed about MA educational technology trends and collaborate with academic leadership to integrate technology into instruction. (i.e. involved with METAA, MassCue)
24. Serves as a resource to the Database Administrator.
25. Attend and provide technical assistance for Board of Trustees meetings (10 per year).
26. Other duties as assigned by the Superintendent-Director

## **MINIMUM QUALIFICATIONS:**

### **Formal Education & Certification**

1. Bachelor's degree in computer-related field and network certifications or equivalent experience.
2. Minimum of three (3) years' experience managing a multi-platform server environment in a public school system.
3. A+ Certification preferred.
4. Application and System Training certificates.
5. Familiarity with network architecture.
6. Proven ability to practice good judgement under pressure situations.
7. Demonstrated experience in a customer-service oriented department.
8. Strong organizational, time-management, record-keeping, project-management and budgeting skills.
9. Knowledge of and experience managing networks and computer systems—all hardware and software components.
10. Experience with a server-client environment, MDM, Windows, Active Directory, Microsoft Office, Google Apps for Education.
11. Expertise and experience specifically with HP switches, Aerohive wireless and Sophos Anti-virus is a plus.
12. Ability to troubleshoot and problem solve hardware, software and network issues independently and collaboratively.
13. Ability to manage and prioritize multiple requests and projects, meet deadlines and maintain confidential information.
14. Active participation in relevant professional activities/organizations.
15. Recent history of consulting with colleagues and staying current with emerging technologies and best practices in the field.

### **Knowledge & Experience**

1. Technical knowledge to provide support of student records software at an administrator level.
2. Proven experience with troubleshooting a student records database and providing support on a secondary level.
3. Experience with maintaining databases for query and problem tracking.

### **Personal Attributes**

1. Effective written, oral, interpersonal and presentational skills.
2. Highly self-motivated and directed.
3. Ability to train others in user-friendly language.
4. Ability to absorb new ideas and concepts quickly.
5. Ability to attend detail and follow tasks through to completion.
6. Ability to effectively prioritize and execute tasks in a high-pressure environment.
7. Ability to maintain confidentiality.
8. Very strong customer service orientation.
9. Ability to establish and maintain effective working relationships with staff and as a member of a team.

### **Work Conditions**

1. Requires visual concentration, attention to detail, dexterity, and precision.
2. Exposure to visual display terminal for prolonged periods.
3. Necessitates prolonged periods of sitting.

### **Physical Demands**

- Must be able to work on a ladder.
- Must be able to crawl under/behind desks.

## **GENERAL INFORMATION**

### **BENEFITS:**

1.25 Sick Days monthly and 3 Personal Days annually. Health and Dental Plans are available with the County paying 70% of premiums. A \$10,000.00 life insurance policy while an active employee. Upon retirement it is reduced to a \$5,000.00 benefit.

### **POLICY:**

Finalists are subject to a Criminal Offender Record Information Check (CORI), Sex Offender Registry Information Check (SORI) and Fingerprint Based Record Check in accordance with and as required by Massachusetts State law, which is satisfactory to NCAHS.

### **APPLICATION PROCESS:**

In addition to a completed application, each candidate must provide current, pertinent, written references from three sources who could evaluate the applicant's performance on the job in accordance with all applicable state and federal rules and regulations, and in compliance with M.G.L. c. 6, §§ 167-178 and 803 CMR §§ 2.00.

Please apply through [Schoolspring.com](https://www.schoolspring.com) or email a letter of interest and resume addressed to:

Jeremy A. Guay, Superintendent-Director

Attention: Laura Damon, Executive Administrative Assistant to the Superintendent-Director Norfolk County  
Agricultural High School

400 Main Street

Walpole, MA 02081

Phone (508) 668-0268 ext. 11207 Fax: (508) 668-0612 e-mail:

[ldamon@norfolkaggie.org](mailto:ldamon@norfolkaggie.org)

## **AN EQUAL OPPORTUNITY EMPLOYER**

Posted: 12/22/2025

The Norfolk County Agricultural High School conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer who does not discriminate on the basis of race, color, sex, gender identity, sexual orientation, religion, national origin, disability status, genetic information and testing or the Family and Medical Leave Act in its education activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act and by Chapter 622 of the General Laws of the Commonwealth of Massachusetts. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individual who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

*A service to Norfolk County-Regional Government representing twenty-eight communities of: Avon, Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Plainville, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham*