**JARROD B. FLETCHER**

County Commissioner

Barnesville, Ga 30204, Email: **jfletche@lamar.k12.ga.us**

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**Summary of Qualifications**

* Great knowledge of office practices and procedures; business correspondence; recordkeeping systems; office machine operation; English grammar including usage and composition; telephone etiquette.
* Exceptional ability to perform filing, receptionist, recordkeeping and other related clerical tasks.
* Strong ability to exercise judgment and tact in dealing with the public and other employees.
* Excellent ability to work under minimal supervision and prioritize work.
* In-depth ability to clearly explain policies, procedures and regulations.
* Strong ability to work with a variety of people.
* Remarkable ability to speak and understand the English language.
* Proven ability to take and record dictation for letters, reports, and other correspondence and to transcribe these notes into finished copy, depending upon position.
* In-depth ability to type correspondence and other documents in a variety of formats on a typewriter or personal computer from clear copy or rough drafts at a minimum of 35 words per minute or a speed necessary for successful job performance.
* Good ability to use word processing equipment and/or software applications on personal computer.
* Demonstrated ability to use personal computer to set up and enter data using computer applications.
* Profound ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating    assigned office equipment.
* Immense ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
* Strong ability to operate assigned equipment.
* Enviable ability to make sound decisions in a manner consistent with the essential job functions.
* Lead the implementation of security programs designed to anticipate and minimize system vulnerabilities.
* Review proposed new systems, networks, and software designs for potential security risks; recommend mitigation or countermeasures, and resolve integration issues related to the implementation of new systems within the existing infrastructure.
* Develop contingency plans (Disaster Recovery or Business Continuation Plans for information technology systems) to ensure availability and accessibility of network resources.
* Develop long-range plans for IT security systems that anticipate, identify, evaluate, mitigate, and minimize risks associated with IT systems vulnerabilities.
* Coordinate the implementation of security programs across Tier I, II, and III systems, and establish vulnerability reporting criteria.
* Review security incident response policies and identify the need for changes based on new security technologies or threats.
* Implement security requirements, integrate security programs and define the scope and level of detail for security plans and policies.

**Employment History**

***Director of Technology-*** Lamar County School System, Barnesville, Ga- Present

Manage the operations of central office computer services.

* Support of all administrative technologies including computers and mobile devices
* Provide direct support of the system HELP Desk.
* Review and evaluate the applications of educational technology and software prior to purchase and/or installation into school classrooms.
* Advise and make recommendations on the purchase of software and technological equipment.
* Assist in maintenance and submission inventories for the computer, software and other technology-related devices inventories, for the district.
* Provide technology-related maintenance and service for school system, including all computers, the wide area network and wiring, file servers, web servers, and mail servers.
* Assist in the development and review of information technology contracts and grants.
* Review any request for PC and LAN-based software and hardware.
* Assist in developing and maintaining backup procedures for all servers.
* Assist system network manager on as needed basis.
* Assist with inventorying and tagging computer equipment.
* Receive and check new technology shipments, unpacking and disposing of boxes and packing materials.
* Maintain information on district-licensed software.
* Provide technological advice to school staff with questions or encountering problems with technology in the classroom.
* Participate with the Director of Curriculum in communication with school principal to facilitate the implementation of the instructional technology initiative and related school instructional goals.
* Coordinate the operation of and application for instructional software, computers, local area networks for data, distance learning programming and multimedia-based applications.
* Conduct workshops, seminars, conferences, and training sessions with school staff to increase knowledge of hardware, software, networking, and for successful implementation into the instructional process and safety of network.
* Collaborate with other technology specialists to determine and resolve articulation concerns relating to the technology skills needed by students prior to leaving school for the next level.
* Collaborate with technology staff in creation of information technology budget.
* Collaborate with the school media specialists in the delivery of information and technology services to provide a concerted effort in implementing the instructional and technical requirements needed in the school.
* Participate with the Director of Curriculum and school-level technology committees to help identify instructional goals and objectives and to develop long-range technology plans to accomplish them.
* Supervise the Technology Department.
* Attend approved training sessions, staff development activities, and required meetings.

***Technology Support Specialist-*** Lamar County School System, Barnesville, Ga

* Maintain and repair system computers.
* Clean dust from computers and projector filters.
* Provide technological advice to school staff with questions or encountering problems with technology in the classroom and promote the integration of technology into the day-to-day activities of the classroom.
* Assist with inventorying and tagging computer equipment.
* Receive and check new technology shipments, unpacking and disposing of boxes and packing materials.
* Assist with maintaining information on district-licensed software.
* Collaborate with the System Information Manager in maintaining knowledge of the Student Information System and assisting with implementation as needed.
* Assist with providing technological advice to school staff with questions or encountering problems with technology in the classroom.
* Participate with the Assistant Superintendent for Teaching and Learning in communication with school principal to facilitate the implementation of the instructional technology initiative and related school instructional goals.
* Assist with the coordination of the operation and application for instructional software, computers, local area networks for data, distance learning programming and multimedia-based applications.
* Assist with workshops, seminars, conferences, and training sessions with school staff to increase knowledge of hardware, software, networking, and for successful implementation into the instructional process and safety of network.
* Collaborate with other technology staff to determine and resolve articulation concerns relating to the technology skills needed by students prior to leaving school for the next level.
* Collaborate with technology staff in creation of information technology budget.
* Collaborate with the school media specialists in the delivery of information and technology services to provide a concerted effort in implementing the instructional and technical requirements needed in the school.
* Participate with the Assistant Superintendent for Teaching and Learning and school-level technology committees to help identify instructional goals and objectives and to develop long-range technology plans to accomplish them. Attend approved training sessions, staff development activities, and required meetings.

***Intervention Specialist***- Lamar County School System, Barnesville, GA

* Implemented indoor and outdoor activities and educational lessons
* Modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
* Created a safe, comfortable and fun learning environment for students
* Demonstrated patience and understanding while managing children behavior
* Collaborated with co-workers, supervisors and parents to maintain a “partnership” environment
* Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification

***Substitute Teacher*** – Lamar County School System, Barnesville, GA

* Implemented indoor and outdoor activities and educational lessons
* Created a safe, comfortable and fun learning environment for students
* Demonstrated patience and understanding while managing children behavior
* Collaborated with co-workers, supervisors and parents to maintain a “partnership” environment

***Data Entry (Summer Internship)*** - Dade Behring, Hapeville, GA

* Types and proofreads reports, correspondence, forms
* Organizes and maintains files of records and correspondence of both a routine and confidential nature.
* Receives a variety of documents, computer entry, document filing, and posts changes to permanent record books balancing the resulting figures against print-outs/tie-outs.

***Data Entry-*** JDS, Jackson, GA –

* Types and proofreads reports, correspondence, forms
* Type confidential materials with word processing equipment
* Organizes and maintains files of records and correspondence of both a routine and confidential nature.
* Receives a variety of documents, computer entry, document filing, posts changes to permanent record books balancing the resulting figures against print-outs/tie-outs.
* Utilizes a computer to maintain a variety of records, enters and updates data including name and address changes, property location and exemption information.
* Responsible to identify legal descriptions, complete assessment information, update ownership records, data entry of sales information and data entry of real estate declaration information

**EDUCATION**

* Liberty University- Ed.D Summer 2024
* Liberty University- Ed.S Spring 2023
* Liberty University- M.Ed Fall 2021
* Georgia Southern University- BIS Degree
* American Intercontinental University- Associate’s Degree
* GACE Paraprofessional Test-2007
* Lamar County Comprehensive High School – Diploma

**COMPUTER SKILLS**

* Excellent skills in learning new software applications, database management, Microsoft Word, Excel and PowerPoint, Windows 10, use of internet, email and excellent computer repair skills.

**INTERESTS**

* Education, Computers, Running, Carpentry and Reading

**References**

* Mr. Raymond Braziel- School Safety Director- Jones County Schools

Ph: 478-456-0081

* Dr. Andrea Scandrett- Director of Curriculum- Lamar County Schools

478-952-2741

* Sherrelle Ogletree- Director of Personnel- Lamar County Schools

678-743-6536