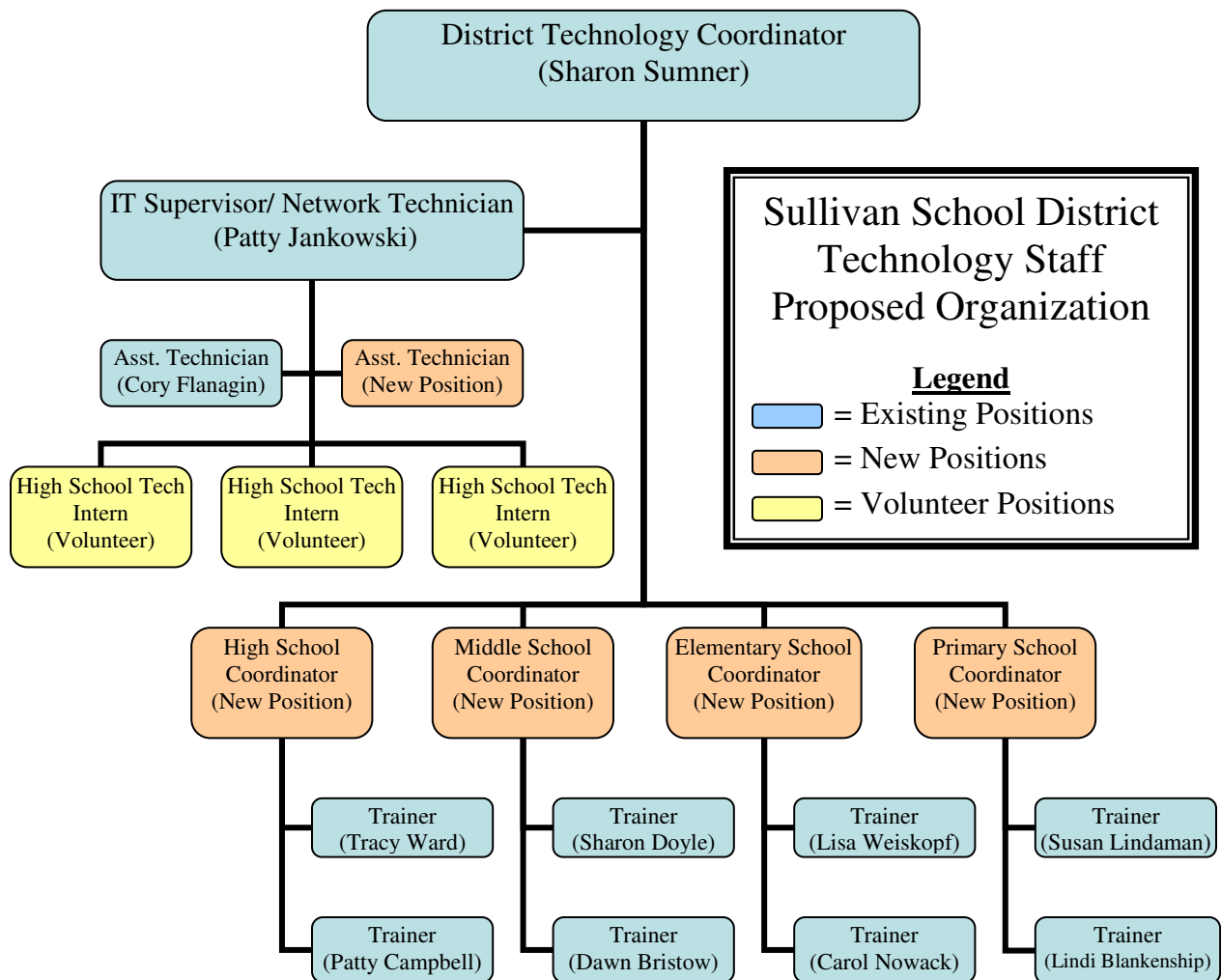


## Technology Support Plan

### Description of the School

- Students: 2094
- Faculty and staff: 183
- Number/name of buildings (include grade levels housed in building): High School (9-12), Middle (6-8), Elementary (2-5), Primary (PreK-1), and District Administration
- LANs: 5 (one for each building dedicated server)
- WANs 1 district wide
- Networked computers in classrooms: approximately 150
- Networked computers in labs: 15 labs with 24-30 in each
- Computers in offices/other locations: approximately 150

### Job Titles and Relationships



## **Job Responsibilities, Staff Development, and Help Requests**

- Technology Coordinator (Full-time) – The Technology Coordinator oversees all technology in the district. While this individual is highly proficient in IT skills, his or her area of greatest expertise is in the application of technology to enhance learning. The Tech Coordinator approves all software purchases and researches the best technological innovations in the field of education. Since this position is the highest paid of the technology staff, he or she is primarily responsible for any after-hour emergencies regarding the network. The Technology Coordinator will also head the District Technology Committee and will develop the technology aspects of the District's professional development plan which will be delivered to the Professional Development Committee. When time allows, the Technology Coordinator will assist with work orders and training so long as it doesn't interfere with his or her primary responsibilities.
- IT Supervisor/ Network Technician (Full-time) – The IT Supervisor/ Network Technician is second-in-command to the Technology Coordinator, though his or her influence over the educational aspects of technology is limited. The IT Supervisor's area of expertise is Information Technology and Networking. He or she will likely have very little background in education. The IT Supervisor will be responsible for the seeing that all work orders are fulfilled in a timely manner. He or she will also oversee all hardware and software installation and will solicit bids for hardware purchases. When after hours emergencies arise that are beyond the technical abilities of the Technology Coordinator, the IT Supervisor is expected to take over.
- Assistant Technicians (Full-time x2) – The Assistant Technicians assist the IT Supervisor in the execution of all his or her duties. These will be hourly positions likely filled by individuals with 2-year IT degrees. Their primary responsibilities will be fulfillment of work orders, network maintenance, and hardware installation.
- High School Tech Interns (Part-time volunteers x3) – High School Tech Interns receive credit toward graduation for their service to the Technology Department. They will work with the IT Supervisor and Assistant Technicians doing miscellaneous jobs as required.
- Building Level Coordinators (Part-time x4) – The Building Level Coordinators have similar responsibilities as the Technology Coordinator, but on a local level. These will be half-time teachers expertly trained in the application of technology in education. The Building Coordinators will organize and deliver professional development activities according to the District's professional development plan and under the direction of the Technology Coordinator. They will provide follow-up coaching to all professional development workshops and will also be available for on-the-spot technical assistance to teachers.
- Trainers (Part-time x8) – The Trainers assist their respective Building Level Coordinators in their responsibilities. They are full-time teachers who receive compensation through an extra duty contract. The Trainers will be highly involved in all technology related professional development workshops and will assist with follow-up coaching as well. Their class schedules will be arranged so that they can provide on-the-spot technical assistance to teachers when the Building Level Coordinator is teaching class.