Ed Tech Leader Roles & Responsibilities

Overview

Each elementary, middle school, and small high school has (1) position; comprehensive high schools have (2) Ed Tech Leaders.

Ed Tech Leaders are expected to:

1. Attend the **monthly Ed Tech Leader meeting**,

2. Attend the **Back to School Ed Tech Leadership Training** (Monday of inservice week)**,** and

3. **Serve in a communication/training role** within the school building as outlined below.

Compensation & Extra Duty

Extra duty days are provided for Ed Tech Leaders to prepare for school, as you will be supporting teachers during inservice week. This time may also be used to support staff during the school year or at the end of the year. Click here to review the *Ed Tech Leader Compensation Model* document for information about the exact number of days for your school.

There are two components to the **compensation model**: base rate and flat rate. The flat rate requires that you will complete the **Tech Plan, Road Map & Phone a Friend.**

➔ **Review the annual Tech Plan & Road Map** documents with the **building administrator** to ensure that implementation is supported and attainable;

➔ Work with the **school technology team** to solicit input into the **Tech Plan, Road Map** & **Phone a Friend** documents;

➔ **Facilitate** tech team discussions to ensure **professional development and proposal activities are rolled out** and staff are supported;

➔ **Monitor and document** staff training in alignment with the school Road Map;

➔ **Submit** a paper copy of the signed school *Road Map* upon completion of implementation to the Technology Department, ℅ Jeff Michna, by the final Ed Tech Leader Meeting of the school year.

Equipment: All Ed Tech Leaders are expected to be knowledgeable in the use of various devices and will be provided with an additional device (e.g., tablet; Chromebook) as deemed necessary. If the Ed Tech Leader leaves the position before three years, the resource will be transferred to the new Ed Tech Leader.

Progress Check-ins

➔ Instruction Department **mid year** check-in with Principal

➔ Principal checks in with Ed Tech Leader; reviews progress toward completing monthly 'next steps.'

➔ Instruction Department **end of year** check-in with Principal; provides recommendation.

➔ Principal reviews Ed Tech Leader: Desired Qualifications.

➔ Principal checks in with Ed Tech Leader; will the person continue?

Advocacy & Communication

➔ Support and encourage staff to use technology in teaching and learning.

◆ Work with staff to ensure that students are able to meet the I Can statements.
◆ Help staff move up the SAMR ladder.
◆ Continue to work with the principal and tech team on the implementation of Common Sense lessons to ensure that students are safe and appropriate online.
◆ Identify innovation at your school and share at ETL meetings.

➔ Play a leadership role and work with the principal and Tech Team to complete site documents: tech plan, training road maps, phone a friend.

◆ Oversee the implementation of the school Tech Plan.
◆ Manage Tech Team timelines for the implementation of Road Map activities.

➔ Schedule *regular* meetings to discuss and gather feedback/concerns/suggestions about topics discussed in the Ed Tech Leader meetings (e.g., building/district technology trends, issues, opportunities, and upcoming changes).

◆ Meet with the building principal following each Ed Tech Leader meeting.
◆ Schedule and facilitate monthly school Tech Team meetings.
◆ Send OWA Calendar invitations to Tech Services Director (Jeff Michna), Tech Services Manager (Pat Best), Instructional Technology Administrator(Lynn Lary) for all meetings.

➔ Act as a liaison to Technology Services and school staff regarding site issues.

◆ Communicate technical information and the importance of the setup and proper storage of equipment to all building staff (including classified staff).
◆ Current state of school's technology, including budgeting issues (e.g., batteries, headphones).

➔ Provide beginning/end of year reminders to Building Staff:

◆ SpringNET;
◆ Student confidentiality;
◆ Monitoring online behavior of students;
◆ Expectations for the proper equipment care/use by students;
◆ Encourage staff to enlist their students in the care and maintenance of their devices;
◆ How to update computer software using Self Service;
◆ Classroom Tech Checks; and
◆ Other topics as described on the Back to School Prep and End of Year Prep pages on Tech Tips.

⌃ Tips

⌃ Back to School Prep

New to SPS?

Back to School Tech Info

Classroom Tech Check

Educate Staff

Accounts

➔ Direct staff to [information on how to reset passwords](#).

➔ Teach new staff how to [claim (activate) their account](#).

Apps & Software

➔ Introduce staff district tools; facilitate training, staff learning and competency. See the [Road Maps and Tech Plans](#) for details.

➔ Work with the building administrator to create a schedule of regular technology time (e.g., at staff meetings, collaboration time); submit the schedule to the Director of Technology.

➔ Share one-on-one; help staff learn how to problem solve; disseminate information about technology problems and related fixes.

Privacy Issues

Promote safe privacy policies by helping staff learn how to:

➔ Use of freeze/AV Mute features on projectors/doc cams to ensure privacy while taking attendance;

➔ Log out of student information systems and understand security protocols related to equipment and passwords; and

➔ Work with students in learning appropriate and safe online behavior (e.g., Common Sense)

Hardware

➔ [Share resources on how to set up classroom equipment](#); provide mini training for those teachers needing additional support.

➔ Promote safe use of technology by:

◆ Helping staff learn how to setup their computers/cords safely and appropriately, use surge protectors, and perform their own safety inspections;

◆ Consulting with staff on classroom equipment setup to create an effective teaching environment.

➔ Remind those who are managing labs to review the [Managing and Updating Labs information](#) on Tech Tips.

Wireless/Servers

➔ Promote wireless/server use by helping staff learn how to:

➔ Understand and connect to appropriate wireless networks
◆ [Getting to Know Your Wireless Access Point](#)
◆ [Wireless Basics](#)
◆ [Wireless for Student Devices](#)
◆ [Troubleshooting](#);

➔ How to backup files; and

➔ How to update computer software using Self Service.

Help Desk Tickets

- ➔ Review, respond, and resolve tickets related to **training needs** at your site as described in the [Web HelpDesk Ticket FLOW document](#).
- ➔ At your school:
    - ◆ Assist principal in stressing that all staff create their own Help Desk tickets.
    - ◆ Teach new staff how to write clear and properly formatted tickets.
    - ◆ Coach staff members individually on how to improve their ticket descriptions were needed.

Technical Tasks

Work with Technology Services to maintain an accurate school-wide technology inventory.