

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	Multimedia Coordinator
School Level:	Elementary, Middle, and High

Description of Activity: Under the direction of the principal, a school’s multimedia coordinator serves as the school’s liaison between the Office of Library Information Services and the Department of Information Technology in the development of long range plans and budgets to support the use of multimedia technologies in the classroom. Based upon the Maryland Teacher Technology Standards and the Technology Skills Continuum for Professional Development, the multimedia coordinator assists staff and students in the use of media and technologies; models and promotes effective uses of technologies in the classroom; and organizes and maintains software and hardware inventories. By being a member of the school’s team that plans, designs, and implements professional development for the integration of multimedia into the learning process, the multimedia coordinator assists in meeting the school’s School Improvement Plan goals.

The multimedia coordinator must be a certified teacher, possessing a thorough knowledge of multimedia technologies and their integration into instruction. The multimedia coordinator must be well organized, and possess excellent oral and written communication skills, and be able to work effectively with staff and students. The coordinator must be able to model the effective and creative use of multimedia technologies in the classroom and must possess hardware and software “trouble-shooting” skills. In order to maintain the software and hardware inventories of multimedia equipment that is required by the Office of Library Information Services, the multimedia coordinator must be skilled in the use of Excel.

Link to the Blueprint for Progress: Multimedia coordinators support the school system’s mission to provide a quality education for all students. Multimedia coordinators assist in meeting the *Blueprint’s* Performance Goal 8 by providing teachers with professional development in the use and integration of multimedia technology into curriculum and instruction.

<i>Examples of Specific Duties of this EDA Sponsor</i>	<i>Estimated Hours</i>
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Preparation and Planning	20 – 30
<ul style="list-style-type: none"> • Serves as the school's contact with the Office of Library Information Services • Attends the regularly scheduled multimedia meetings and disseminates information from meetings in a timely fashion to all staff members • Receives training in the use of new software and hardware and provides peer assistance in the use of software and hardware as they are integrated into teaching the curriculum 	

Typical Activities 40 – 60

- Assists in the design and implementation of professional development in multimedia integration for school staff, based on the Maryland Teacher Technology Standards and the Technology Skills Continuum for Professional Development
- Guides and assists students and staff in the use of new media and technologies
- Models and promotes effective instructional uses of technology and multimedia
- Organizes materials, resources, and equipment to support learning

Other EDA Duties 20 – 30

- Works with the Department of Technology's Customer Support Center staff to manage and support the school's technology
- Provides in-school troubleshooting for multimedia hardware and software, and arranges with the Customer Support Center for any repairs needed beyond minor maintenance
- Uses the BCPS Software Evaluation Process to request new software
- Collaborates with the technology liaison, technology integration teacher, and the library media specialist to maintain the school's software and hardware inventories and to complete the MSDE online inventory

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 80 – 120

Annual Compensation

Multimedia Coordinator is a Level II activity.