

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	Technology Liaison
School Level:	Elementary, Middle, and High

Description of Activity: Under the direction of the principal, the technology liaison is responsible for supporting the use of technology in the school. This includes: assisting school members with technology-related resources such as hardware and/or software; ensuring that professional development is available to teachers and staff; maintaining an accurate school inventory of technology equipment and software licensing for the completion of the required MSDE online inventory; and updating the BCPS inventory when new equipment is received or old equipment is removed. The technology liaison must possess a strong knowledge of the PC and the school’s server and have the ability to troubleshoot effectively. Familiarity with, and ability to, operate and use hardware and/or software, and awareness of various technological resources is necessary to the position.

Technology liaisons should be members of the school team that plans, designs, and implements the strategies for integrating technology into School Improvement Plan goals. The technology liaison must be able to demonstrate oral and written communication skills, as well as effective human relation competencies. Skill in performing effectively under time constraints is also necessary. The technology liaison also works closely with the Office of Instructional Technology and the Department of Technology, and shares technology-related information with the administration, faculty, staff, and students throughout the school year. The technology liaison should be organized, willing to learn, able to delegate when necessary, and be able to demonstrate excellent communication skills, both orally and in writing.

Link to the Blueprint for Progress: Technology liaisons support the system’s mission to provide a quality education for all students by the delivery of curriculum in a variety of formats, and facilitate the effective, efficient, and safe use of hardware and/or software. Technology liaisons also support the systems mission to provide a quality education for all students by integrating and implementing technology into the teaching/learning process. The technology liaison ensures that all systems are maintained and up-to-date. The role of the technology liaison supports the *Blueprint’s* Performance Goal 1, Strategies j and x; Performance Goal 8, Indicators 8.1 and 8.2, and Strategies a, b, and h, and Performance Goal 3, Indicator 3.2, and Strategy h.

Examples of Specific Duties of this EDA Sponsor	Estimated Hours
Technology Support <ul style="list-style-type: none"> • Serves as the school’s contact with the BCPS Technology Service Center • Receives requests for service, assesses the problem, and responds appropriately by solving the problem or by making the proper referral of the problem to the Technology Service Center 	35 - 50

- Whenever possible, works with a team or committee to coordinate maintenance and support throughout the school
- Sets up and/or coordinates distribution of equipment such as
 - New equipment, including printers
 - Projection devices or laptops available for sign-out
- Is responsible for the school's deployment console and the assigning and monitoring of student and teacher shares
- Establishes lab protocol, and maintains schedules for lab and mini-lab usage
- Facilitates a process for use of and sign-out of equipment
- Assists school office personnel in ensuring that resources are available and replaced as needed, such as toner, headphones, cables, memory, external storage (flash drives, CDs)
- Provides and assists faculty with end-of-year procedures for saving electronic files and storing equipment
- Provides technical support for technology-based school system initiatives, such as the use of electronic report cards, AssessTrax, and AIM
- Oversees appropriate equipment security measures in classrooms and labs to minimize destruction and/or loss
- Provides technical support for the use of Web 2.0 tools, including – but not limited to – the management of licenses and equitable access in the building
- Provides technical support for the use of interactive technologies including whiteboards, document cameras, and every student response systems

Planning

40 - 60

- Participates in planning for effective, ongoing, and equitable use of technology in the school
- Provides updates for administration on technology integration and resources as requested
- May serve as a member of School Improvement Team (SIT)
- Works with SIT to develop a plan to determine the need for resources and how to optimize the use of technology resources
- Assists SIT in including technology integration as a strategy in the School Improvement Plan to support student success

Professional Development

50 - 70

- Provides faculty and administration with information and updates from the Office of Instructional Technology, the Department of Technology, and the Technology Service Center regarding hardware, software, and networking
- Surveys and analyzes data in order to recommend and plan various professional development activities necessary to support student achievement
- Does presentations for school, system, and at statewide meeting/conferences (e.g., MICCA Conference)
- Participates in planning and facilitation of professional development:
 - Shares new hardware and software and shares updated information with staff

- Provides instruction on various software programs and on using teacher Web pages to meet instructional needs
- Meets staff needs for advice, training, and recommendations for appropriate use of hardware and software
- Uses a variety of models to meet staff needs, individually, in small groups, or as a whole (e.g., faculty meetings, just-in-time training, workshops, grade or content area meetings)
- Organizes and provides access to digital support resources (e.g., software and network tutorials, troubleshooting strategies, Website resources)

Documentation of Resources

- Conducts and maintains an inventory of hardware resources and reconciles BCPS and MSDE totals
- Collects and maintains records of software licenses and legal installations
- Catalogs and stores manuals related to hardware, software, and supplies related to these resources
- Labels equipment for identification and security purposes
- Provides forms and information for work-at-home installations of licensed software for school staff and maintains records
- Facilitates distribution and management of user names and passwords for student active directory accounts

Support for Online Assessments

- Serves as lead testing facilitator to provide technical support before, during, and after online test administration

Professional Growth

- Participates in county and state sponsored professional development courses and workshops
- Attends regularly scheduled technology liaison meetings

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 120 – 210+

Minimum Number of Students Required: Technology Liaisons provide technology support to faculty and students.

Annual Compensation

The Technology Liaison's compensation is based upon the number of computers at his/her school.

Level I compensation, 25 – 75 computers

Level II compensation, 76 – 150 computers

Level III compensation, 151 – 250 computers

Level IV compensation, > 250 computers