

STAFFING

The Catholic Schools Office recognizes that to provide all students with the opportunity to learn the school environment requires staff that have a wide range of technology skills as outlined in the ADW Educational Technology Educator and Administrator Standards. In addition, Information Technology Support staff must be provided to insure proper infrastructure and network design and maintenance. Each school is responsible for hiring or outsourcing full/part-time staff to fulfill these needs.

APPENDIX B. SCHOOL TECHNOLOGY STAFF

The increase use of technology in education has impacted the need for schools to acquire personnel with specific technological expertise and professional skills. The status of technology infrastructure, available devices, instructional integration, computer science instruction, and available financial resources vary from school to school across the Archdiocese. As a result, strategies for staffing, professional development and instructional technology time also vary from school to school. A school's technology staff can be comprised of one or more persons who meet the needs of the school. It can include the use of consultants who are hired by the school or are provided by the Archdiocese through the Lead Technology Coach Team. What is imperative is that all of the below responsibilities are clearly assigned and coordinated by the administration and School Technology Committee.

TECHNICAL SUPPORT

Because of the large geographic area and variations in finance, individual schools are expected to have adequately trained staff or contract with local providers for infrastructure, network, hardware/software support and specific technical assistance. This is to ensure the continuity of digital tools and service as well as the protection against data breach and malicious cyber threats. The Catholic Schools Office encourages schools to negotiate with IT companies collaboratively to acquire discounted services for non-instructional IT support.

[Technology Services used in ADW Schools - Living Document](#) (please add your school's information)

OTHER STAFFING RESPONSIBILITIES

To be assigned to administrative staff, instructional staff or community volunteers

- Student Assessment- Scantron and Faith Knowledge Assessment-
 - Coordinate testing schedule
 - Data Analysis support to teachers and administration
 - Test proctor
 - Professional Development to new staff

Student Management System - Rediker

Main Software Administrator -Admin Plus- all modules

Student/ Parent Information Coordinator- Admin Plus

Portal Plus/ Gradebook/ Report Card Coordinator

Professional Development for staff- Admin Plus and Portals Plus

Student and parent support services- Portals Plus

School Website Administrator-

Website structure coordinator for teacher/staff pages

Professional Development and support

Social Media Coordinator

Coordinates communication regarding the school (ie Facebook, Twitter etc)

Alumni Relations

School Tech Committee Members

Job Description taken directly from the 2018-2023 ADW, CSO Educational Technology Plan;

<https://goo.gl/81S9ji>