



PVUSD Technology Liaison Responsibilities 2005/06

AREAS OF RESPONSIBILITIES:

PVUSD Technology Liaisons are responsible for assisting the Technology Services department of Pajaro Valley Unified School District. Technology Liaisons are full or part time employees with PVUSD in a different position, hence the Technology Liaison responsibilities are second to their primary PVUSD position and requests for, and response to, technology assistance will be scheduled by the Technology Liaison during available time. While Technology Liaisons remain in the position of Technology Liaison, they are loaned district technology and provided release time and training to help offset some of the additional hours needed to accomplish these tasks. Technology Liaisons are expected to play a leadership role in the area of technology for both their school site and the district as a whole.

COMMUNICATION

Technology Liaisons will act as a key “conduit” for communication between Technology Services and their site. When a school does not have a Technician then technical support issues should go through the Technology Liaison before being referred to the Technology Services department. Technology information that needs to be distributed to site personnel will be distributed through the Technology Liaison. Likewise, information that is needed by Technology Services from the sites will be collected by the Technology Liaison and forwarded to the Technology Services department.

STAFF DEVELOPMENT:

Technology Liaisons will provide staff development opportunities for their site in whole group, small group, and/or one-on-one instruction. Technology Services will provide the Technology Liaison with demonstration lessons, handout masters and other support whenever possible. Technology Liaisons are expected to provide a minimum of six (6) formal technology staff development opportunities for their site staff each year. School sites and the district office will be responsible for providing additional staff

development opportunities for PVUSD employees through site and district sponsored events.

TECHNICAL SUPPORT:

Technology Liaisons may be the “First Line of Defense” for technical support at their site and will work with site and district technicians to develop a viable and clear system for technical support at their site. Each Technology Liaison will have a different degree of technical expertise and therefore will not be expected to perform technical assistance beyond their own abilities. If a technical issue exceeds this ability, the Technology Liaison will refer the issue to the Site Technician or District Technician by following the prescribed communication methods.

TRAINING FOR TECHNOLOGY LIAISON:

Technology Liaisons are expected to attend all scheduled full-day trainings as well as scheduled after school meetings. Technology Liaisons will be provided with training and educational technology conference attendance in areas such as staff development, computer and network troubleshooting, and other areas necessary to adequately support their site’s technology needs.