

Job Description: *School Site Executive*

As the school/site user with the highest level of access at that school site, the *School Site Executive* is responsible for the set-up and management of the school's use of My10yearPlan.com.

The individual chosen should:

- a. Be an enthusiastic computer/technology user
- b. Be someone considered tech savvy (but doesn't have to be a power user)
- c. Be detail oriented
- d. Have good organizational skills
- e. Like to help others become comfortable with technology
- f. Be respected by his/her peers
- g. Be an innovator who likes to be involved with cutting-edge projects

Start looking among the *Career Choices* teachers or a member of the technology staff, but any computer literate individual who likes detailed work is a candidate. During the start-up phase (usually the first semester of use) consider providing one period per day release time for planning/setup/overseeing to launch the project and orient and train staff. Look for someone who can give at least a two-year commitment.

Responsibilities

The *School Site Executive* is responsible for:

- **Maintaining the overall security of the school's use of My10yearPlan.com.**
This should include, but is not necessarily limited to: enforcing policies regarding the security of passwords for all users; determining who should be given access to the site and at what level; analyzing use of the site and ensuring that any abuse is curtailed, notify Academic Innovations of any problems related to the functionality or security of the site.
- **Decide on customizable perimeters for the school site** with the approval of the school principal or other person with authority for school policies.
- **The management and distribution of the school's student user licenses.**
- **The creation and management of all user accounts** (e.g., *Career Choices* Teachers, Advisors, General Teachers, Students).
 - The *School Site Executive* may choose to enlist the help of *Career Choices* Teachers when creating student accounts, especially if the school's *Career Choices* program is large and/or involves multiple teachers teaching multiple sections of *Career Choices*.
- **Management of the School Resources area** of the site. This area allows the *School Site Executive* to create customized active links to areas of the school's web site, allowing students easy access to resources like course catalogs and graduation requirements.
- **Orienting and training all faculty users.** Upon activation of the site, and when requested, Academic Innovations will provide a complimentary phone tutorial with the *School Site Executive* to review the site and its management strategies. Academic Innovations will also provide the *School Site Executive* with resources,

such as PowerPoint presentations they can use for training school personnel and getting other users online.

- **Generating reports for the administration** using the build-in reporting functions available at My10yearPlan.com. These reporting functions are only available to the *School Site Executive* and must be requested through them.
- **Completion of the End User License Agreement.** If the *School Site Executive* does not have the authority to sign this agreement, it is his or her responsibility to ensure that the appropriate administrator completes the agreement and that the completed agreement is received by Academic Innovations prior to activation. Faxed signatures are accepted and may be sent to (800) 967-4027.
- **Train their replacement**, in the event that assignments change (see notes below for additional technical support).

While this sounds complicated, it is not. During our beta testing of my10yearPlan.com, school personnel *without* extensive documentation were able to navigate the site and perform the functions with little or no training.

The availability of additional technical support:

- If an individual is chosen with the necessary technology skills, My10yearPlan.com is intuitive and easy to navigate and manage and should not require any additional one-on-one support other than that provided in the implementation stage. There are also comprehensive manuals online for downloading, reviewing or printing. In the event that additional technical support is required, Academic Innovations will provide ongoing phone-based technical support to the *School Site Executive* for a fee predicated on the time required. (please see our technical support fee schedule*). So that unauthorized charges are not made, Academic Innovations will not accept technical support calls from anyone other than the *registered School Site Executive*.

Unless otherwise indicated, Academic Innovations will assume the *School Site Executive* answers directly to the school principal and it is the principal who will make any necessary decisions about customization and personnel issues related to My10yearPlan.com.

*because we want to keep the cost of this online enhancement to *Career Choices* to the bare minimum, additional technical assistance or support beyond the activation phase will be provided at a charge based on time required.