

**Letter of Understanding**  
**High School Tech Support**

The following language describing a new position to help

\*This agreement will be in place through the 2021-2022 school year.

The technology coach is someone who will provide assistance and help facilitate the implementation and integration of technology in PreK-6 & 7-12 grade classrooms.

**\*Performance Responsibilities**

- Build awareness and generate enthusiasm for technology resources.
- Utilize and model technology support strategies to support differentiation.
- Provide differentiated professional growth opportunities for staff.
- Build trusting, one-to-one relationships with staff.
- Keep current in new computer applications and equipment used by the district.
- Work collaboratively with building technologists.
- Stay abreast of current technology trends, teaching strategies, and educational best practices.
- Assess and provide input for technology resource purchases based on teacher input.
- Able to perform these duties with awareness of all district requirements and/or policies.

**\*Commitment Responsibilities**

- New teacher orientation
- Tech. on a Friday - 1x a month
- Staff development (3 times each year including, but not limited to the beginning of the year, after the first quarter, and middle of the school year).
- Share monthly technology bulletin with staff.
- Provide guidance to classroom teachers, other staff members, and students to enhance learning as needed.
- Year end technology ideas for staff (post MCA testing).
- Assist with student device handout and return.

\*Each teacher will turn in a monthly Faculty Additional Earnings form, with payments made four times for the 2021-2022 school year.

\*Position will be split between a minimum of two teachers at a shared stipend of \$7000.

IN WITNESS WHEREOF, the parties have executed this Letter of Agreement as follows:

MEDFORD SCHOOL BOARD

MEDFORD EDUCATION ASSOCIATION

By: \_\_\_\_\_  
Chair

By: \_\_\_\_\_  
MEA President

By: \_\_\_\_\_  
Clerk

By: \_\_\_\_\_  
MEA Representative

By: \_\_\_\_\_  
Chief District Negotiator

By: \_\_\_\_\_  
Negotiations Chairperson

Date: \_\_\_\_\_

Date: \_\_\_\_\_