

Michigan Technology Staffing Guidelines

Staffing Levels Worksheet (Ver. 1.1)

The Number of Technology Support Staff Needed in a School District

This online version of the Staffing Levels Worksheet is designed to help school district staff and administrators estimate the number of technical support staff needed. It is a planning tool, which may point out areas that need a different level of staffing. Fill in the numbers requested in the blanks. In some cases you may need to estimate, though gathering complete information on technology useage would improve the district's ability to do accurate planning.

It is important that you check the links to the notes for more detailed information about how to calculate each specific item. Only brief descriptions appear with each item. More complete descriptions, including details about how to do the calculation appear in the notes section.

COMPUTER INSTALLTION, MAINTENANCE AND REPAIR

A. Number of computers in full-time use: ?

B. Number of printers and other computer-related devices in full-time use: ?

C. Number of distinct major LAN's, network operating systems, Internet servers, sizable central databases (administrative and curricular), etc. that must be monitored and managed: ?

D. Average number of software applications supported per computer: ?

Training & support needs:

E. Number of users who receive training or technical support: ?

F. Number of teachers needing instructional/curriculum support: ?

Management, administration and other technology responsibilities:

Please estimate the number of full time people needed for the following, **if they are handled by your technology staff**. Use decimal numbers where a full-time person is not required (for example 1.4). ?

G. Number of management and administrative personnel needed, including administrative support: ?

H. Webmaster/web content developers: ?

I. Telephone services technicians: ?

J. Video, audio, satellite and broadcast services technicians:

K. Other non-computer technology services (for example security systems, etc.):

Calculate Subtotal

MODIFICATIONS TO NUMBER OF STAFF SUGGESTED

Environmental factors

L. Environmental factors can significantly change a district's technology staffing needs. Here are some common examples.

- Physical size of school district is very large (buildings widely separated)
- Schools district consists of many buildings (more than 10)
- Buildings are old and/or badly wired or set up for technology>
- Computers are generally more than 2 years old or not of high quality
- Computers are of a wide variety of brands, models and types
- Computer software installation is NOT centralized--all software installation and upgrades must be done at the individual computers
- Computer maintenance is NOT centralized--repairs must all be done at the affected computer
- Significant reliance on technology-based curriculum and/or distance learning using technology

Please indicate how environmental factors impact your district's staffing needs:

- No significant environmental factors (Default)
 Increase total by 10%, two significant problems
 Increase total by 15%, three significant problems
 Increase total by 20%, four or more environmental problems

District priorities and goals

M. If your District has an unusually low or high technology priority, please adjust below.

- High priority - Increase total by 10%
 Very high priority - Increase total by 25%
 Average priority - no adjustment needed (Default)
 Low priority - decrease total by 10%
 Very low priority - decrease total by 25%

Other support options used

N. Approximate number of full-time staff jobs usually handled through outsourcing, service contracts, volunteers, etc. (Will be subtracted from total paid staff needed.)

TOTAL TECHNOLOGY SUPPORT STAFF NEEDED:

Reset

Calculate Total

Printable Version

Note that this number is an estimate to be used in planning. It will also help you look at how changing different factors in your district might impact your staffing needs. It indicates how many staff would be required to keep your technology working at sufficient level.



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