


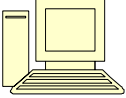


COURSE PLANNER ROLES AND EXPECTATIONS

Note – some schools can be configured at a district level depending on how courses are maintained in their SIS. In this case the work of the School Lead would be reduced with more responsibility at the district level.

Position	Description	Initial Time	Annual Time
 District Liaison	General Duties <ul style="list-style-type: none"> To ensure commitment of schools. To advise in decisions regarding overall software implementation. To assist in issues such as billing, an annual license renewal. Recommended Person <ul style="list-style-type: none"> Board or district level person associated with student success or secondary schools. No computer knowledge required 	n/a	3-4 hours
 School Lead	General Duties <ul style="list-style-type: none"> Approval of software configuration (initial setup and verification of course and pre-requisites). Administering users and permissions. Maintaining application and data. Recommended Person <ul style="list-style-type: none"> Guidance Head, Admin Secretary Basic internet computer knowledge required Knowledge of courses 	Configuration 6-8 hours 4-6 weekly conference calls	3-4 hours This will depend on the changes to curriculum annually.
 Guidance	General Duties <ul style="list-style-type: none"> Using the software to assist student in guidance related activities. Recommended Person <ul style="list-style-type: none"> Guidance Staff 	Training ½ hour training exercise Initial Exploration 1 hour	Course Planner Module is designed to save time for guidance staff.
 District IT Contact	General Duties: <ul style="list-style-type: none"> Up to 10 data transfers (SIS -> CC) annually (usually once a month) Transfer of course requests back into the Student Information System (SIS) 	1-2 days to build the transfer scripts (unless vendor partnership exists)	½ hour per transfer

Support Structure

