

## Student Management System On-Site Support

Why do I need on-site SMS support?

- *The on-site support person is an individual fluent in the SMS which makes him/her a valuable resource for the district.*

What is the financial benefit of an SMS on-site support person?

- *With the power of BOCES aid, this additional support is a cost-effective way to maximize your personnel needs.*

What is the role of the on-site support person?

- *The support person works with your district to plan the best ways to utilize your student management system to meet the district's needs.*
- *The support person will be able to provide customized training sessions at the district location on an individual level or in small groups.*
- *The support person will ensure that the district is aware of the newest releases and updates and how to best utilize software enhancements.*
- *The on-site support person will assist district staff in obtaining data and providing reports from the student management system.*
- *The support person will be able to analyze state reporting errors and direct staff on how to correct those errors.*

What are my options for hiring an on-site support person?

- *Half-time employees will report two days and three days on alternating weeks*
- *One day per week*
- *Single day rates*
- *Custom options are also available*

### Additional Important Information

- *All ESBOCES employees are entitled to a one hour lunch and two fifteen minute breaks.*
- *Summer and holiday shortened hours - the employee works one less hour and is entitled to a 45 minute lunch and one fifteen minute break.*
- *Overtime is approved from the district by signing a BOCES form and the overtime worked at the district will be deducted from future district hours.*

<b>.5 FTE Support:</b>	
• On-site, in-district - 2.5 days per week for the school year	\$62,343.33
<b>.2 FTE Support:</b>	
• On-site, in-district - 1 day per week for the school year	\$27,555.97
<b>.6 FTE Support:</b>	
• On-site, in-district - 3 days per week for the school year	\$76,121.22
<b>12 Week Support:</b>	
• 1 day per week for 12 consecutive weeks	\$8,697.02
• Limited to once per school year	
<b>Five Day Rate:</b>	
• 5 consecutive days	\$3,374.77
<b>Daily Rate:</b>	
• One day of on-site support	\$1,004.20
• One day of off-site support	\$ 637.78

Please contact Elaine Conlin, Program Administrator at 631-844-5750 or [econlin@esboces.org](mailto:econlin@esboces.org) for custom options and rates.