

Staff Development Technology Plan

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I. Introduction

Paramount Unified School District is in the beginning stages of technology implementation. Three years ago, the district started moving in the direction of technology use. One thing that was implemented district wide was the use of an online tool called Synergy. Synergy requires all teachers to take daily attendance online and to complete quarterly student Progress Reports and Report Cards online. Before this shift, these things were done in the traditional way of using paper and pencil.

Another step into the use of technology is the creation of a Technology Lead Committee. This committee consists of 1 teacher from each school site and the Curriculum Specialist in Technology. The technology lead teacher is designated by each site's principal. It is usually assigned to someone whom the principal believes to be tech savvy and knowledgeable. The committee meets once a month to discuss updates made on each school's website. The members of the committee are expected to update their school website monthly and also to assist staff with any troubleshooting with technology in the classroom. The goal of the committee for the next school year is to encourage and assist teachers in creating classroom webpages.

As of last school year, students are expected to take the Smarter Balance Assessment Consortium (SBAC) assessment, which is an online assessment. To prepare students for this assessment, students practice typing using software called Type to Learn once a week in the computer lab. Students also take the practice SBAC test in the computer lab prior to taking the actual assessment.

Mokler Elementary School is a k-5 elementary school in Paramount Unified School District. Currently, technology in the classroom is not a focus area. Teachers at Mokler School are not taking advantage of all the technological resources available to them. Most classrooms only have 1 or 2 desktop computers for student use and one laptop for teacher use. Most teachers use technology in very basic ways, such as to take daily attendance, e-mail colleagues and parents, show PowerPoint presentations, and to show educational videos/tutorials.

We are limiting student's learning by keeping technology outside of the classroom. The only time students have access to a computer is once a week in the computer lab. As we start implementing the new Common Core Standards, we need to think about how technology can become a tool for learning.

To prepare teachers for this shift, the principal and the technology lead teacher have compiled a list of free online tools available for teachers to use in the classroom. These tools range from online quizzes to interactive whiteboards. By providing a list of resources for teachers and

allowing them to choose the ones they find interesting and useful, we hope to get them started in the right direction.

II. Stakeholders

In order for the implementation of technology to be successful, we need all stakeholders involved in the process to be willing to participate and be fully committed. Below you will find a table of the stakeholders involved and their responsibilities. The principal and the technology lead teacher have already approved this plan.

STAKEHOLDER'S RESPONSIBILITIES	
STAKEHOLDER	RESPONSIBILITY
Principal	The principal will schedule Professional Development for teachers. She will support teachers in their learning and encourage growth.
Technology Lead Teacher <i>* I am the technology lead teacher at Mokler School. The following responsibilities apply to me.</i>	The technology lead teacher will train teachers on the use of the web-based tools through workshops and one-on-one meetings as needed. This person will be available to model use of tools in the classroom and provide troubleshooting when needed.
Teachers	Teachers will create lesson plans that incorporate web-based tools in collaboration with their grade level teams. They will use the tools in the classroom at least once a week. They will monitor and reflect on their use of the tools in the classroom.
Students	Students will be actively engaged in lessons that use web-based tools. They will be responsible learners and use internet resources appropriately.
Parents	Parents will encourage their child to use technology in an appropriate way. They will encourage their child to use technology outside of the classroom. They will maintain constant communication with teachers to ensure the success of their child.

III. Learning Objectives/Goals

This one year plan is centered on staff development in the implementation of technological tools in the classroom. Since one-to-one devices are not currently an option at this school site, we will look at other ways in which teachers can integrate technology in their classrooms as a meaningful teaching tool. The main goal of this plan is to get teachers familiar with using a variety of free online resources in the classroom in order to enhance student learning and prepare students for the SBAC assessment at the end of the school year. This plan is geared for teacher use of technology in the classroom as a teaching tool.

Learning Objective/Goal 1: Teachers at Mokler School will learn about a variety of free educational web-based tools available to them.

- Teachers will attend various onsite staff professional development meetings, in which they will learn about different web-based tools that they can use as resources in the classroom in order to help comply with the Common Core Standards. Teachers will receive Professional Development and training in the use of the educational technology tools in a one year time span.

Learning Objective/Goal 2: Teachers at Mokler School will work collaboratively with grade level teams to create lessons using the web-based tools.

- Teachers will meet once a week with their grade level teams to create lessons that integrate the web-based tool for which they receive training. Lessons will promote collaboration among students and provide evidence of technology use. Lessons will comply with Common Core Standards. Lessons will be turned in to the principal bi-weekly.

Learning Objective/Goal 3: Teachers at Mokler School will enhance student collaboration in the classroom through the use of a variety of web-based tools.

- Teachers will implement the use of web-based tools in their classrooms in a one year time span. They will use the tools at least once a week during their instruction. They will use the technological tools as a way to get students to work collaboratively towards a common goal or outcome. Students will be engaged in lessons and provide feedback on their use.

IV. Timeline

As the goals mention, teachers are going to be learning about a variety of web-based tools and implementing them into their classroom instruction. Grade level teams will choose three tools from a list provided based on their interests and needs. They also have the option of choosing

an online tool that is not on the list if they provide information on how this tool can enhance student achievement. They will receive an overview of the technology plan, which includes the goals, objectives, and timeline for the academic school year before the first day of classes. Each grade level will also make their selection of three tools that they will incorporate during the one year time span. The grade level team must come to a consensus about the tools that they will incorporate.

After the initial meeting, each of the tools will be introduced to grade level teams during staff professional development meeting scheduled every three months. The meetings will be scheduled for half days, in which a substitute teacher will be provided. During these meetings, teachers will receive training on the use of one of the tools. They will also receive ideas about how this tool can be used in the classroom, including a demonstration lesson.

Teachers will then be expected to collaborate in grade level teams and create lessons that incorporate the use of the software tool. They will be expected to incorporate the tool into their classroom instruction at least once a week. Each tool will be used for a period of three months. During this time, the technology lead teacher will observe every teacher once with the use of each tool, for a total of three observations. After each observation, the technology lead teacher will meet with the teacher and provide them with an evaluation. The technology lead teacher will provide assistance as needed, such as creating/modeling a lesson with the use of the web-based tool or providing one-on-one follow-up training.

MONTH	OBJECTIVES	EVIDENCE
August (prior to first day of classes)	<ul style="list-style-type: none"> • Introduce the plan to teachers • Provide teachers with a brief overview of 12 web-based tools available (Teachers have the option of selecting an online tool that is not on the list) • Grade level teams will select three web-based tools based on their interests and needs 	<ul style="list-style-type: none"> • Staff development agenda • Grade level web-based tools choices
August (During second week of classes) <i>Monday: K-1</i> <i>Tuesday: 2-3</i> <i>Wednesday: 4-5</i>	<ul style="list-style-type: none"> • Technology leads will train teachers on the use of the first web-based tool of their choice • Teachers will create and implement the use of the web-based tool in the classroom at least once a week 	<ul style="list-style-type: none"> • Grade-level collaboration summary • Lesson plans • Technology lead teacher evaluations
November <i>Monday: K-1</i> <i>Tuesday: 2-3</i>	<ul style="list-style-type: none"> • Technology leads will train teachers on the use of the second web-based tool of their choice • Teachers will create and implement the use 	<ul style="list-style-type: none"> • Grade-level collaboration summary • Lesson plans

<i>Wednesday: 4-5</i>	of the web-based tool in the classroom at least once a week	<ul style="list-style-type: none"> • Technology lead teacher evaluations
<p>March</p> <p><i>Monday: K-1</i> <i>Tuesday: 2-3</i> <i>Wednesday: 4-5</i></p>	<ul style="list-style-type: none"> • Technology leads will train teachers on the use of the third web-based tool of their choice • Teachers will create and implement the use of the web-based tool in the classroom at least once a week 	<ul style="list-style-type: none"> • Grade-level collaboration summary • Lesson plans • Technology lead teacher evaluations
June	Reflect on the use of the web-based tools	<ul style="list-style-type: none"> • Self-reflections • Final evaluations

V. Learning Activities

In order to meet the goals of this technology plan, teachers will be required to participate in a variety of learning activities throughout the academic school year. They will be required to attend Professional Development meetings in which they will be trained on the use and implementation of the web-based tools. They will learn the basic features of each tool and learn a variety of ways in which each tool can be applied to daily lessons in order to meet the requirements of the Common Core Standards.

Teachers will also be required to participate in grade level team meetings once a week to collaborate with each other. During these meetings, they can discuss the different ways in which they are using each web-based tool. They can also provide each other with ideas for future use. They will also create lesson plans in which they implement the different tools. During these team meetings, the technology lead teacher will be available to provide support and guidance for teachers, but these meetings will be led by the needs of the teachers.

Teachers will apply the lessons they create into the classroom every week. Through the use of these web-based tools, teachers will meet the learning objectives/goals of the technology plan.

VI. Evaluation

The evaluation process will be ongoing throughout the academic school year. As was mentioned in the timeline, the technology lead teacher will observe each teacher using the tools and provide them with an evaluation.

At the end of each three month period, grade level teams will meet with the principal and discuss the use of the different web-based tools used throughout the year. During this time, they will discuss the areas of strength, any problems encountered while using the tool, and possible next steps.

At the end of the school year, the technology lead teacher and the principal will conduct a final evaluation of every individual teacher’s use of technology in the classroom. They will provide each teacher with information of their strengths and areas of need so that they can continue to grow and apply them the following school year. Teachers will also complete a self-reflection on their thoughts about the use of the tools in their own classrooms.

As a final activity, teachers will come together and discuss all web-based tools used. They will decide which tools they thought to be most useful and effective. This will help guide the use of technology for the next school year.

VII. Budget

RESOURCE	COST
<p>Web-based tools</p> <p>The list of tools consists of: Pickers, Educreations Interactive Whiteboard, Curriculet, Class Dojo, Little Bird Tales, Kaizena, Kahoot, Edmodo, BrainPop, Virtual Manipulatives, Tellagami, ShowMe</p> <p><i>*Teachers have the option of choosing any free online resource that is not on the list</i></p>	<p style="text-align: right;">\$0</p> <p><i>* The web-based tools are free tools available online</i></p>
<p>Professional Development training</p> <p><i>*The meetings will be half- day (3 hours) for each grade level. This will allow for two grade level teams to meet a day. Since, Mokler is a k-5 school, we will have a total of 3 professional development days for each of the tools.</i></p> <p><i>Monday: K-1</i> <i>Tuesday: 2-3</i> <i>Wednesday: 4-5</i></p>	<p>\$150.00 a day for a full day substitute teacher (one substitute required for every 2 teachers, since meetings will be half days).</p> <p>\$150 x 5 teachers in each grade level = \$750 for 5 substitute teachers in one day</p> <p>\$750 x 3 days (one for each web-based tool) = \$2,250</p> <p>\$2250.00 x 3 web-based tools = \$6,750</p> <p style="text-align: right;">Total = \$6,750.00</p> <p><i>*This cost will be paid by site funds specified for technology.</i></p>
<p>Grade-level team meetings</p> <p>Teacher/Technology Lead Teacher meetings</p>	<p style="text-align: right;">\$0</p> <p>These meetings will be conducted after-school during teacher contract hours.</p>

Technology Lead Teacher Stipend	\$1000.00 This cost will be paid for using District funds, not school site funds.
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VIII. CONCLUSION

Mokler School, and the Paramount Unified School District, has noticed that we are living in a digitally diverse culture. Students are using technology more and more every day. Technology consumes their daily lives, with things such as video games, Google, social media, etc. As educators, we need to take advantage of this and use technology as a way to engage students in a valuable and educational way. We also need to take advantage of all the free educational online resources available to us. There are new technological tools available to teachers every day. We need to find ways to use those resources to help meet the needs of our students.

Although the process is slow, Mokler School and the Paramount Unified School District are heading in the right direction. District wide, we are using technological tools to help make the jobs of teachers easier with less paperwork. With the implementation of this technology plan, teachers will have the opportunity to learn about some of those great resources available for them to use in their classrooms. They will have the training and support needed to be successful in the implementation of those tools. They will also have the opportunity to collaborate and learn from each other throughout the year. Students will also benefit from this plan because they will have more opportunities to collaborate with their peers in meaningful ways. This technology plan is leading teachers and students in the right direction.