

# EISD

## Department Guide

Instructional Technology

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## Mission

The mission of the Instructional Technology Department is to promote student achievement by supporting the faculty, staff, and students of Edgewood in the effective and successful integration of technology into the curriculum. To achieve this mission, the Instructional Technology Department will:

Collaborate directly with Instructional Technology Teachers to discuss and plan the effective integration and use of technology;

Collaborate with faculty and staff to design and develop instructional materials using a variety of technological and pedagogical tools;

Model appropriate and innovative uses of technology to support high-quality instruction;

Examine emerging technologies that might lead to improvements in teaching and learning and incorporate these technologies into the curriculum when practical;

Promote understanding and use of technology in the classroom;

Collaborate to offer workshops, seminars and online training for the users at all levels of [School Technology and Readiness \(STaR Chart\)](#)

## Technology Goals

### Goals of State NCLB Ed Tech Program

To improve student academic achievement through the use of technology in elementary schools and secondary schools;

To assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes the eighth grade, regardless of the student's race, ethnicity, gender, family income, geographic location, or disability;

To encourage the effective integration of technology resources and systems with teacher training and curriculum development to establish research-based instructional methods that can be widely implemented as best practices by State educational agencies and local educational agencies.

### Local Technology Goals

Our ultimate goal is to have educators and students proficient in the use of technology in all its forms. The Edgewood ISD mission statement states that the goal of the district is “to successfully prepare present and future generations in the Edgewood Independent School District for college and career pathways by establishing a culture of Educational Excellence.” To achieve this goal, we will offer challenging educational opportunities, teach content and skills that challenge each student to achieve, use technology as a tool in the learning process, and make student achievement the focal point for decisions.

Edgewood’s local technology goals are explicitly defined in the [2009-2012 Edgewood ISD Technology Plan](#) emphasizing the integration of technology into instruction for motivating and engaging students, enlivening instruction, extending learning beyond the school and assisting with increases in student achievement. The plan is modeled after the [Texas Long-Range Plan for Technology, 2006-2020](#), and has measurable objectives and will be reviewed and updated every three years.

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## Expectations

### Instructional Technology Teachers (ITT's)

Under the joint supervision of the Instructional Technology Coordinator and the campus Principal, Instructional Technology Teachers (ITT's) provide on-site assistance to fellow teachers as they develop new forms of teaching and learning incorporating the use of technologies. The ITT's seek to improve student learning and achievement by demonstrating educational best practices for using technology. The ITT's assist teachers with identifying appropriate and effective ways of integrating technology into the classroom which include:

- Collaborate with teachers to develop lesson plans to select appropriate technology resources;

- Model appropriate integration strategies in classroom instruction;

- Develop a rich library of curriculum-driven support materials and technology-enhanced resources for grade level and subject areas for teachers;

- Design and facilitate high quality professional development;

- Manage campus and teacher web pages.

- Assist with curriculum and content development;

- Perform minor troubleshooting of software problems

- Lead the campus technology committee.

### Teachers

Edgewood teachers are expected to co-teach with the Instructional Technology Teachers in the classroom.

Technology must be fully integrated across the curriculum areas (No Child Left Behind – NCLB).

The Texas State Board of Education has mandated that all K-8 Technology TEKS will be taught.

Teachers are expected to include EasyTech lessons in their classroom curriculum.

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Teachers are expected to conduct technology-rich, TEKS-based lessons with students and produce the electronic products associated with each benchmark.

Edgewood teachers are expected to meet the Texas State technology standards (SBEC) for teachers in order to become highly qualified to teach technology, and Edgewood teachers are expected to maintain an electronic portfolio (teacher website) that up updated at least once every nine weeks.

In 1999, changes in teacher education and licensure requirements by the Texas Legislature and Texas State Board of Educator Certification (SBEC) required [technology standards for teachers](#) to be implemented by local school districts. The standards were developed for inclusion in SBEC-approved educator preparation programs. They are based on the [Technology Applications TEKS for Grades 6-8](#). These standards are a part of the Texas Examination of Educator Standards (TExES) test frameworks in Pedagogy and Professional Responsibilities. These new [TExES](#) tests were implemented in fall 2002. Proficiencies in five areas have to be demonstrated by all professional personnel. Current educators should strive to meet the SBEC standards in Technology Applications for all educators. Beginning February 6, 2003, anyone seeking licensure or renewal has to meet the following technology standards.

Classroom teachers will complete the STaR Chart survey and LoTI survey as conducted each year by the Texas Education Agency.

## Students

Edgewood students are expected to meet the Texas State technology standards for students. All students must be technology literate by the end of the 8<sup>th</sup> grade.

K-8 students will complete at least twenty-five EasyTech lessons per year.

K-8 students will complete the grade level Technology benchmarks and produce the electronic products associated with each benchmark.

## Campuses

Edgewood campus personnel will contribute to the academic achievement and technology literacy of their students and teachers by helping the Instructional Technology Teachers to remain in the classroom and perform their

responsibilities according to the following guidelines (see Appendix for District job posting):

Technology Teachers should not be used as substitute teachers, classroom content teachers, lab managers, small group or individual tutors.

Technology Teachers need to service all children in the school by facilitating technology integration with teachers in the classroom, not limited to a handful of students for pull-outs or tutoring.

Each Technology Teacher is required to electronically submit a detailed calendar to the IT Coordinator and to the campus principal before the end of the first month of school indicating the classroom teachers they will be assisting.

Approximately 20% of their time should be set aside for training teachers and students in technology related applications. This could include training teachers on how to use software and hardware in the classroom; supporting EasyTech, GradeSpeed, Microsoft Office, email, etc. or assisting with testing on SBEC correlated Teacher Technology assessments. They are also responsible for collaborating with district librarians to assist with STAR testing and with the promotion of electronic resources.

With the advent of the SchoolWires web management system, the ITTs will also be required to spend considerable time with the site management of campus and teacher web pages.

Our Instructional Technology Teacher positions are funded exclusively from State and Federal monies and as such, they are required to be used in a specific manner. To continue to receive these funds we must utilize them as required by NCLB and the Texas Long-Range Technology Plan. To that end, the primary focus of these teachers must be to help educators to integrate technology into the classroom and to attend and participate in planning meetings with teachers.

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## Procedures for Implementation

### Instructional Technology Teachers (ITT's)

Instructional Technology Teachers (ITTs) will deliver the majority of their instruction in the computer lab so all students will have the benefit of utilizing computers.

ITTs will work with the classroom teachers and District Content Specialists to create and implement lessons that incorporate the Technology Application TEKS, Technology Benchmarks and CScopes curriculum. These lessons will result in the creation of a student product every 9 weeks that will be aligned with an alternating content area and will tie in with the district Science Fair, History Fair, ELA project, etc.

For about 20% of their week (approximately one day a week), the Technology Teachers will schedule time to work on lesson planning, web site management and requests for web approvals. They will be available to train teachers on how to use software and hardware in the classroom. They will support the myriad district approved, software applications such as EasyTech, GradeSpeed, Microsoft Office and email, They will assist with STAR (AR) testing and STaR and LoTI surveys and with student technology assessments.

### Classroom Teachers

Classroom teachers will bring their classes to the lab on a regular schedule and remain with their class to assist in co-teaching and modeling of technology use. The classroom teacher will collaborate with the ITT and the district content specialist in the development of the technology based student project.

### Students

Students will participate in technology lessons and will be responsible for completing several projects every year utilizing their acquired technology skills.

Fifth grade students will take the online Technology assessment benchmark examination.

Students completing the 8<sup>th</sup> grade will be expected to be technology literate as demonstrated by exhibiting proficiency on the 8<sup>th</sup> grade technology assessment.

## Monitoring

### Instructional Technology Teachers (ITT's)

Instructional Technology Teachers will be monitored for effectiveness of instruction by the Instructional Technology Coordinator and the Instructional Technology Specialist. The IT teacher may also be included in administrative classroom walkthroughs.

Schedules for instruction must be submitted to the Instructional Technology Coordinator and the campus principal. The ITT Teacher will be monitored to insure that these schedules are submitted and followed and that instruction is being delivered.

Monitoring will coincide with the completion of the 9 weeks projects. Student work should be displayed in public areas and samples of work are expected to be added to the campus web.

Technology Teachers will be monitored to insure they are supporting campus technology. About 20% of their time will be reserved to work on lesson planning, web site management, requests for web approvals, teacher training and software support, technology related testing and required surveys (i.e., STAR, STaR, LoTI) and with student technology assessments.

### Classroom Teachers

Classroom teachers will be monitored for participation in co-teaching and for their understanding of and modeling of technology use.

### Students

Students will be monitored for participation and for their technology products.

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## Evaluation / Assessment

### Instructional Technology Teachers (ITT's)

Instructional Technology Teachers will be evaluated for effectiveness of instruction as evidenced by student output, technology assessment scores and adherence to schedules for classroom instruction.

They will also be evaluated in their roles as campus web masters. Campus webs will be assessed periodically for timeliness of content, regularity of content approval for teacher pages and exhibition of student work.

ITTs will be expected to post best practice videos and submit technology benchmarks to the Instructional Technology department offices at the end of the year.

They will also be assessed based on the progress of their teachers in the online technology learning management system (Infosource).

And they will be evaluated on their adherence to district timelines for completion of required surveys (i.e., STaR, LoTI) and with student technology assessments (STAR reading and student 5<sup>th</sup> grade benchmarks and 8<sup>th</sup> grade technology exams).

### Classroom Teachers

Teachers will demonstrate proficiency on a district administered Technology assessments in accordance with SBEC guidelines.

With InfoSource, we will move from our existing teacher assessment system to a remotely hosted, online curriculum system that can be used for teachers to deliver on-demand assessments and individually customized training. Each teacher will take a 60 question online test to determine the extent of their knowledge. If they pass with 80% or more, they meet the State's requirements for Phase I -III. If they score less than 80%, the system will generate course work for each individual based on the questions they missed. If they get a question wrong, the system will populate their learning profile with several 15-20 minute interactive training lessons on that topic. The program is hosted remotely so teachers will be able to access these modules any time, day or night, at work or at home.

Phase III of the EISD Technology Assessments include a web component. Every certified professional is required to have a web-presence on the EISD SchoolWires

web. Not every web will be exactly alike. Your position on the district will determine the look and use of your web. For example: A district specialist will construct a department web to meet the needs of the teachers in that core area, while a teacher will construct a web that meets the needs of students and parents of students in that teacher's classroom. A good classroom web should be based on the web bundle assigned to each teacher.

Once you've created your classroom web-- you'll need to get your Technology Teacher to review your web to make sure it meets the district standards for Phase III. Your Technology Teacher will review your web using a [rubric](#) and offer helpful suggestions on how to improve your web for your classroom. Be sure to keep your web updated to reflect current events. Once your Technology Teacher approves your classroom web for Phase III, and faxes the SchoolWires Website Evaluation Rubric to the Instructional Technology Office, then you have successfully completed the EISD Technology Assessments. See [Instructional Technology Equipment Incentives for Teachers](#).

## Students

Fifth grade students will take the online Technology assessment benchmark examination.

Students completing the 8<sup>th</sup> grade will take the online Technology assessment. They will be expected to be technology literate as demonstrated by exhibiting a passing grade on the 8<sup>th</sup> grade technology assessment.

These results of the 8<sup>th</sup> grade assessment will be reported to TEA and the US Dept. of Education through e-plan, the online reporting system provided by TEA.

## Appendix A

### Texas Technology Application Standards for All Educators

- Standard I. All teachers use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.
- Standard II. All teachers identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.
- Standard III. All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.
- Standard IV. All teachers communicate information in different formats and for diverse audiences.
- Standard V. All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

## Appendix B

### Job Description Technology Teacher

<b>Job Title</b>	Technology Teacher (IN-DISTRICT EMPLOYEES)
<b>Job Description</b>	Under the joint supervision of the Instructional Technology Coordinator and the campus Principal the primary function of the technology teacher will be to assist in developing and maintaining a quality technology program and to provide leadership in the area of technology through model teaching, assisting teachers with planning and providing staff development
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Provides technology enhanced instruction.</li> <li>2. Models integrative technology initiatives in designated classrooms.</li> <li>3. Assists teachers in planning technology related classroom instruction.</li> <li>4. Observes classroom technology periods and provide constructive feedback to teachers.</li> <li>5. Correlates instruction and monitors implementation of the appropriate technology related TEKS as well as State and Edgewood Independent School District Long-Range Plans.</li> <li>6. Conducts training sessions for faculty and staff on basic troubleshooting techniques.</li> <li>7. Attends district-level support/follow-up sessions during the school year.</li> <li>8. Conducts training sessions for faculty on the integration of technology into teaching and learning.</li> <li>9. Provides technical support and trains other computer users on troubleshooting techniques.</li> <li>10. Administers SBEC correlated performance assessments of computing skills.</li> <li>11. Assists the principal in recommending instructional budget expenditures for instructional technology equipment, materials and supplies.</li> <li>12. Coaches/Mentors technology integration with classroom teachers as assigned.</li> <li>13. Assists teachers in correlating and implementing technology related instruction.</li> <li>14. Assists with the development, implementation and evaluation of the campus plan.</li> <li>15. Serves as campus webmaster in developing and maintaining school websites.</li> <li>16. Serves as campus point of contact for application/software related support issues.</li> </ol>
<b>Qualifications</b>	<p>Minimum Education/Certification:            Three (3) years successful teaching experience preferred            Bachelor's or Master's Degree            Valid Texas Teaching Certification            Must have passed Phases I- III of the SBEC Technology Assessments            Documented evidence of effective technology integration</p>
<b>Salary</b>	PG 7 or PG 8
<b>Days</b>	187