

ITEC 7410: Action/Evaluation Plan

Name: Amy Calley
Semester: Spring 2019

Goal: <i>Skilled Teachers</i> Teachers will be able to use all components of Office 365 for communication and collaboration among teachers, students, and parents.			
Evaluation Method:		Success Indicator:	
<ul style="list-style-type: none"> • Teacher Surveys • Office 365 Quizzes • Parent/Student Surveys 		90% of teachers will complete the surveys and quizzes, as well as 90% of students and 75% of parents with access to Office 365.	
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
Technology Hype Team will develop surveys to assess teacher use of Office 365, as well as teacher needs necessary for implementation.	Initial surveys will be developed by September 1, 2019, and implemented at checkpoints every nine weeks. Follow-up surveys will be created based upon quiz results every nine weeks.	No cost, Hype Teams meet once a month, and Forms in Office 365 will be used to develop surveys.	Instructional Technology Coach (oversees implementation) Academic Coach (analyzes survey results) Technology Hype Team members (develops surveys) Teachers/Staff (participation)
Technology Hype Team will develop quizzes which measure teacher understanding of components of Office 365. This will guide the development of teacher surveys.	Quizzes will be developed by August 1, 2019, and will be implemented prior to developing Teacher Surveys. Quizzes will be adjusted as necessary.	No cost, Hype Teams meet once a month, and Forms in Office 365 will be used to develop quizzes.	Instructional Technology Coach (oversees implementation) Academic Coach (analyzes quiz results) Technology Hype Team members (develops quizzes) Teachers/Staff (participation)
Technology Hype Team will develop surveys to assess parent and student use of Office 365, the	Initial surveys will be developed by September 1, 2019, and implemented at checkpoints every nine	No cost, Hype Teams meet once a month, and Forms in Office	Instructional Technology Coach (oversees implementation)

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results of which will be shared with grade level teachers during team meetings.	weeks. Surveys may be adjusted based upon parent/student feedback.	365 will be used to develop surveys.	Academic Coach (analyzes quiz results) Technology Hype Team members (develops surveys) Teachers/Staff (participation)
Goal: <i>Instructional Change</i> Teachers will be able to use technology to implement project-based learning that is authentic and relevant.			
Evaluation Method: <ul style="list-style-type: none"> • Lesson Plan Submissions • Instructional Technology/Academic Coach Observations/Walkthroughs 		Success Indicator: 70% of teachers will submit lesson plans that include use of technology by students to demonstrate knowledge as part of authentic, project-based learning.	
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
Teachers will attend trainings by colleagues that demonstrate use of technology for project-based learning.	Initial training will occur in August 2019, with subsequent trainings one Tuesday per month during scheduled faculty meetings.	In-county presenter available at no cost. Trainings occur during already scheduled meetings, so no substitutes necessary.	Instructional Technology Coach (presenter) Academic Coach (scheduling, support) District Technology Coach (presenter) Teachers/Staff (attendance)
Teachers will attend follow-up trainings during team meeting/planning time that will support use of technology demonstrated in initial training.	Sessions will occur every Thursday following the Tuesday faculty meeting, as well as two weeks afterward.	No cost for training by Instructional Technology Coach, and trainings occur during teacher planning times so no substitutes necessary.	Instructional Technology Coach (presenter) Academic Coach (support) Teachers/Staff (attendance)

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Teachers will schedule in-class observations/walkthroughs with the Instructional Technology Coach and/or Academic Coach at least once per nine weeks, in order to determine successes and needs.	Observations/walkthroughs will be scheduled per a sign-up app, and can occur during the beginning, middle, or end of lesson implementation. Follow-up observations can be scheduled as necessary.	No cost, as observations will occur during instructional time by in-school coaches, so no substitutes/outside support necessary.	Instructional Technology Coach (observer) Academic Coach (observer) Teachers/Staff (participant)
<p>Goal: <i>Student Focused</i> Students will be able to use OneNote and Sway to demonstrate knowledge as part of authentic, project-based learning.</p>			
<p>Evaluation Method:</p> <ul style="list-style-type: none"> • Lesson Plan Submissions • Instructional Technology/Academic Coach Observations/Walkthroughs • Student Work Submissions 		<p>Success Indicator: 70% of teachers will submit lesson plans that involve student use of OneNote and Sway to demonstrate learning, and will submit student work as further evidence.</p>	
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
Teachers will participate in a professional learning session that supports student use of OneNote and Sway as part of Office 365.	Professional learning session will be held on an early release day in August 2019 as an introduction to these specific applications as part of Office 365.	No cost for in-county presenter, no substitutes needed during scheduled early release day.	Instructional Technology Coach (presenter) District Technology Coach (presenter) Academic Coach (support) Teachers/Staff (participants)
Teachers will attend follow-up sessions during common planning times to provide ongoing support on implementation with students.	Follow-up trainings will occur monthly during common planning times as determined by grade level team leaders.	No cost, as Technology Hype Team members will lead trainings for their specific grade level.	Technology Hype Team members (trainers) Instructional Technology Coach (support) Academic Coach (support) Teachers/Staff (participants)

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<p>Teachers will participate in Think/Pair/Share sessions to collaborate on lesson plans that implement student use of OneNote and Sway. Sessions will include discussion of standards, instruction, and assessment, as well as student work examples.</p>	<p>Sessions will occur bi-monthly during common planning times, and teachers will be encouraged to pair with each classroom teacher on their grade level team throughout the year.</p>	<p>No cost, as sessions will occur during planning times, and no training necessary.</p>	<p>Teachers/staff (participants)</p>
<p>Goal: <i>Diversity Considerations</i> Digital device accessibility and use will be monitored and evaluated so that low SES and gender groups have equitable opportunities within the school day and outside of school.</p>			
<p>Evaluation Method:</p> <ul style="list-style-type: none"> • Teacher Surveys • Parent Surveys 		<p>Success Indicator: 90% of teachers will complete the survey, as well as 85% of parents, to determine the current use of digital tools with low SES/gender groups, as well as the needs regarding internet and device access outside of school.</p>	
<p>Strategies</p>	<p>Timeline</p>	<p>Budget/Funding Source</p>	<p>Person(s) Responsible</p>
<p>Technology Hype Team will develop surveys for teachers regarding technology device use among gender groups within their classroom, including identification of students who participate in a technology-related club/activity.</p>	<p>Teacher surveys will be developed by September 1st and implemented by September 30th, to give teachers time to respond accurately based upon their student population.</p>	<p>No cost, as Hype Team will meet after school, and surveys will be developed and administered online.</p>	<p>Instructional Technology Coach (support) Technology Hype Team (develop/analyze) Teachers/Staff (implement)</p>
<p>Technology Hype Team will develop parent surveys to determine needs regarding internet and device access outside of school, and willingness of families to embrace low- or –no cost options.</p>	<p>Parent surveys will be developed by August 1 and implemented by August 31, in an effort to determine at-home access early in the school year.</p>	<p>No cost, as Hype Team will meet after school, and surveys will be developed and administered online.</p>	<p>Instructional Technology Coach (support) Technology Hype Team (develop/analyze) Teachers/Staff (implement)</p>

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<p>Low- or no-cost internet options, as well as programs that support device check out, will be researched by the Technology Hype Team to determine opportunities for families outside of school.</p>	<p>Research will begin during the month of August, so that when parent surveys are analyzed, options for internet and device access will already be underway.</p>	<p>Possible costs involve whether county or Title 1 funds will be needed/can be used to purchase devices for checkout, or to participate in a program that provides such devices, and low- or no-cost internet access.</p>	<p>Instructional Technology Coach (support/oversee) Technology Hype Team (research/analyze) Administration (budget)</p>
<p>Goal: School Related A support system will be created by identifying leaders in the school who are proficient in specific technology, and will be implemented to support the Shared Vision as described in the Strategic Technology Plan.</p>			
<p>Evaluation Method:</p> <ul style="list-style-type: none"> • Instructional Technology/Academic Coach Observations/Walkthroughs • Teacher Surveys • Team Meetings 		<p>Success Indicator: 90% of teachers will be aware of the Shared Vision for technology, as well as the Strategic Technology Plan and ISTE Standards for Students and Teachers. Per grade level, at least 2 teachers will be identified as technology leaders.</p>	
<p style="text-align: center;">Strategies</p>	<p style="text-align: center;">Timeline</p>	<p style="text-align: center;">Budget/Funding Source</p>	<p style="text-align: center;">Person(s) Responsible</p>
<p>Coaches will perform observations and walkthroughs of technology implementation, specifically with use of Office 365 for instruction and assessment, as well as student use.</p>	<p>Four walkthroughs per grade level during the first nine weeks, and ongoing as necessary to determine technology leaders.</p>	<p>No cost, as walkthroughs will occur during instructional time.</p>	<p>Instructional Technology Coach (observer) Academic Coach (observer) Teachers/Staff (participants)</p>
<p>Teacher self-assessment surveys will be developed and administered by the Technology Hype Team to determine levels of proficiency and willingness to participate as a technology leader.</p>	<p>Surveys will be developed by August 1, and implemented by August 31, to pre-determine which teachers will be participating in the observations/walkthroughs.</p>	<p>No cost, as surveys will be developed and implemented online.</p>	<p>Technology Hype Team (develop/implement) Teachers/Staff (participants)</p>

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<p>Professional Learning session will be held to present the Strategic Technology Plan and the Shared Vision for technology, including goals for developing technology leaders that can support their respective teams.</p>	<p>Session will be held in late July during pre-planning, so that all staff is aware of technology-related goals prior to the start of the school year.</p>	<p>No cost, as session will be held during schedule pre-planning and in-county presenters will be available.</p>	<p>District Technology Coach (presenter) Instructional Technology Coach (presenter) Academic Coach (presenter) Administration (meeting date and organization) Technology Hype Team (support) Teachers/Staff (participants)</p>
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References

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