**Scope of Work – 3-Year Technology Plan**

Tech Plan action steps are embedded in the LEA CIP; a 3-year plan based on the following outline is uploaded into ALEAT Filing Cabinet. The plan uploaded into ALEAT is a word document that mirrors all TECH-tagged action steps within the LEA CIP.

*Action steps section: AS = Action Step. The number following “AS” indicates the action step number within each standard/ indicator and are a Tech-tagged action step already in LEA CIP. Highlighted action steps need to be added to LEA CIP with TECH as primary tag that is applicable to Tech Plan only.*

**Standard 1 - Continuous Improvement:** The LEA will maintain goals, strategies, and action steps that are aligned with identified needs as the basis for its continuous improvement plan as measured by the publishing LEA CIP and results of its comprehensive needs assessment available to all stakeholders during the 2013-2014 school year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
|  **S1: Strategic Planning Process** | **AS9**: Review Technology Needs Assessment as part of annual process for the LEA CIP; make adjustments as necessary | Piere; Bruce | x | x | x |
| *AS5: Technology Survey Results:* Include results of Inventory of Teacher Technology Ski8lls administered to teachers (part of Tech Ready grant) | Pierre; Bruce | x | x | X |
| *AS8: Comprehensive Needs Assessment Summary:* Prepare and distribute a Comprehensive Needs Assessment Summary to stakeholders within the LEA (includes Technology assessment results) | Federal Programs | x | x | x |
| **Continuous Improvement: S2: Resource Management** | **AS 3:** File Erate application with USAC with accompanying Forms 471 and 486 | Pierre | x | x | x |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
| **Continuous Improvement:** **S3: Progress Monitoring & Evaluation** | *AS1: Progress Monitoring – Continue to implement regularly scheduled progress monitoring reviews across the LEA.* | Principals; coaches; tech team; IT; LEA Leadership Team | X | X | X |
| *AS2: LEA and School CIP Evaluation: Evaluation of plans takes place in Spring and coincides with quarterly progress monitoring* | LEA Leadership Team; School Leadership teams; Tech Ready Team | x | x | x |
| *AS5: Tech Readiness and Tech Integration: Monitor tech readiness and integration based on feedback and observations of the Tech Ready Team.* | Tech Ready Team | **x** | **x** | **x** |
| *AS9: Observation Tool and Tech Integration Matrix. Utilize the Technology Integration Observation Tool (principals) and Technology Integration Matrix when observing technology integration efforts in classrooms.* | Tech Ready Team | **x** | **x** | **x** |
|  |  |  |  |  |  |

**Standard 2 – LEA Leadership:** The LEA will sustain a culture and instructional program conducive to student learning and ongoing job-embedded staff professional development.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
|  **S1: Ongoing Job-Embedded PD** | *AS1:* *Identify PD Topics.* Identify and schedule PD sessions at the school and LEA levels for the school year based on results of needs assessments and teacher surveys and needs identified in the teacher evaluation system. | Principals; coaches; LEA Leadership Team; Tech Ready and IT  | x | x | x |
| *AS2: Teacher Feedback.* Conduct, tabulate and analyze teacher feedback of ongoing job-embedded PD and monitor/adjust based on need at the LEAS and school levels; continue to provide differentiated PD where needed. | Principals; coaches; leadership teams; Tech Ready Team | x | x | X |
| *AS3: Tech Integration & STEM Curriculum.* Design and provide training opportunities for teachers regarding technology integration and implementation of STEM Curriculum activities in the classroom; includes online courses, face-to-face training and webinars. | Tech Ready Team; principals; coaches | x | x | x |
| **S2: Instructional Program/Coaching** | *AS3: Tech Ready Coordinator.* Continue with position of technology Ready Coordinator; coordinates technology integration and readiness activities outlined in the LEA’s Tech Ready Plan. | HR Director; Federal Programs; IT Director | X | X | x |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
| **S2: Instructional Program/Coaching** | *AS4: Technology Integration Coaches.* Continue with position of Technology Integration Coaches at each school site | HR Director; Federal Programs | x | x | x |
| *AS5: STEM Curriculum Developers.*  Continue with the STEM Curriculum Developer positions; responsibilities include training; design and implementation of STEM activities aligned to AZ Common Core; professional development to teachers on implementation of STEM activities | x | x | x |
|  |  |  |  |  |  |

*Tech Plan Guidance indicates that the CIPA Certification action step go into this Standard (2: LEA Leadership) and under Strategy 3: Manages organization. Suggested addition:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
| **S4: Technology Organization.** *Ensure CIPA Certification and 3-Year Technology Plan is submitted and approved by Governing Board; maintain a schedule of quarterly review to adjust tech plan and embed action steps within LEA CIP.* | *AS1***:** CIPA Certification. Prepare CIPA certification documentation and upload to ALEAT when Governing Board has approved the certification | Pierre | x | x | x |
| *AS2***:** Write and submit 3-Year Technology Plan to Governing Board for approval. | Tech Team |  |  |  |

*Note: Internet Safety Curriculum is included in Standard 3: Curriculum & Instruction*

**Standard 3 – Curriculum & Instruction Systems:** The LEA will sustain a culture and instructional program conducive to student learning and ongoing job-embedded staff professional development as measured by: student results on AIMS Spring 2014 in Math and Reading (increase by 15% number of students Meeting/Exceeding and decrease by 10% number of students Falling Far Below); increase the number of teachers moving from Developing by 10% on the Professional Growth Matrix.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
|  **S1: Ongoing Job-Embedded Curriculum PD** | *AS1: Job-Embedded PD Alignment.* Ensure ongoing job-embedded PD aligns with needs specified on evaluations, surveys and feedback forms. | Principals; coaches; Tech Ready Team | x | x | X |
| *AS2: Online Courses Tech Integration/ Readiness.* Offer courses on technology integration and readiness to teachers across the LEA via LEA’s learning management system. | Tech Ready Team | x | x | x |
| *AS3: Curriculum/Instruction PD Needs. Periodically review PD feedback forms pertaining to curriculum and instruction* ***and technology integration/readiness*** *and modify PD calendar accordingly.* | Principals; coaches; Tech ready Team | x | x | x |
| *AS5: Off-Site Training/Conferences. Continue to support off-site professional development conferences regarding alignment of AZ Common Core and STEM Development* ***as well as technology in education.*** | Principals; coaches; tech Ready Team | x | x | x |
| **S3: Technology Readiness** | *AS1: Tech Integration Coaching Model. Implement the Technology Integration Coaching model to assist teachers with integrating technology into curriculum and instructional delivery systems in their* | Tech Ready Coordinator | x | x | x |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
| **S3: Technology Readiness** | *Classrooms; assistance with preparation for PARCC online assessments.* |  |  |  |  |
| *AS2: School-Site Technology Coordinators. Ensure a school-site technology coordinator is at each school site that supports technology integration efforts and provides technology technical assistance to teachers and Tech Integration Coaches.* | HR Director; Federal Programs; IT Director | x | x | x |
| *AS3: Technology Support Help Desk. Provide technology support to teachers and coaches in the LEA who are working to integrate technology in their classrooms.* | HR Director; IT Director; Federal Programs | X | X | x |
| *AS4: STEM Curriculum Developers. Interview and hire STEM Curriculum developers for school sites who will develop Common Core-aligned and tech-integrated STEM activities for implementation in the classrooms (K-5; 6-8; HS)* | HR Director;; Tech Ready Coordinator; Federal Programs | x | x | x |
| *AS5: Infrastructure & Hardware. To prepare for PARCC and increased use of computing devices in the classroom, increase bandwidth, update servers, purchase computing devices for teachers and students; provide training and support on use of devices.*  | IT Director; IT Assistant | X | X | x |
| *AS6: Progress Monitoring & Evaluation. Using the Technology Integration Matrix, determine movement across the matrix for teachers and students and adjust training and support to meet needs of teachers and students in the LEA.* | Tech Ready Coordinator | X | X | x |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
| **S3: Technology Readiness** | *AS7: STEM Curriculum Projects.* Working with AZ Common Core and LEA Curriculum Maps, develop STEM Curriculum Projects that integrates technology and provides differentiated STEM activities for students across the LEA (K-5; 6-8; HS). | Tech Ready Team; District Curriculum Team | **x** | **x** | **x** |
| *AS8: Technology Policy Review & Update.* Review current Technology Policy and update to reflect integration of technology into classrooms (curriculum and instructional delivery*)*; global citizenship; technology use; Internet Safety & Use; damage and theft; discipline. | Tech Ready Team; IT Director | **x** | **x** | **x** |
| *AS9: Literacy Skills Assessments.* Continue to administer the Literacy Skills Assessments to students as part of the LEA’s Tech Plan; administer Teacher Inventory of Technology Skills and compare results from previous year.  | Tech Ready Team | **X** | **X** | **x** |
| *AS10: Literacy Skills Results.* Provide summaries to school sites of literacy skills results of teachers and students; modify PD plan where needed to assist teachers and students with moving across the continuum of the Technology Integration Matrix.  | Tech Ready Team | x | x | x |
| *AS11: Internet Safety & Use Curriculum.* Continue to implement Internet Safety & Use Curriculum across the LEA by school and grade level(s). | Tech Ready Team; teachers | x | x | x |

**Standard 4: Supplemental Supports & Interventions.** The LEA will sustain support frameworks that provide appropriate interventions and extended learning services of all students as indicated by decreasing by 10% those students who Fall Far Below in the areas of Reading and Math on the Spring AIMS; ELL 25% reclassification is met for the 2013-2014 school year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
| **xS2: Supplemental Support & Training** | *AS12: Tutoring Programs.* Ensure tutoring services are available at school sites (e.g., Tiers 2 and 3 Reading and Math; RTI: ELL) that provides focused reading and math small and large group intervention and enrichment.  | Principals; coaches; IT Department (support); Tech Coaches (support) | X | X | x |
| *AS12: Discovery Learning Camp – Elementary/Junior High School.* Ensure Discovery Learning Camp teachers for elementary and junior high school are on site to provide curriculum, instruction, STEM activities, technology integration and supplemental support services (training costs, supplies, materials, and staffing—certified and support) for Elementary and Junior High School Discovery Learning Camp attendees. | Coaches; teachers; IT Department (support); Tech Coaches (support); STEM Developers (support) | x | x | x |
| *AS14: AHS Discovery Learning Camp/ Summer Program.* Ensure Discovery Learning Camp/Summer Program teachers are on site at the high school to provide curriculum, instruction (cross-content STEM-related activities); technology integration; and supplemental support services (training costs, supplies and materials, and staffing—certified and  | x | x | x |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
| **S2: Supplemental Support & Training** | Support) for Alchesay High School Discovery Learning Camp/Summer Program for attendees. |  |  |  |  |
| *AS16: Supplemental Staff Training.* Provide opportunities for on- and off-site staff training/professional development regarding supplemental supports such as tutoring; behavior; Discovery Camp learning; STEM activti8es and implementation; learning outcomes; progress monitoring); ensure topics are part of the LEA’s/Schools’ Professional Development Calendar | Coaches; teachers; IT Department (support); Tech Integration Coaches (support); STEM Developers (support) | x | x | x |
| **S4: Safe & Effective Learning Environment.** | *AS1: Security.* Continue maintenance of security and safety systems as ongoing function of IT and Maintenance (systems include fire/burglary systems; mass notification; CCTV; door access systems) | IT Department; Maintenance | x | x | x |
| **S5: Technology Readiness/Integration** | *AS1: Electronic Resources.* Working with teachers, Tech Ready Team will install/upload electronic resources that meet the needs of struggling students, including ELL and Special Needs students, in reading and math. | Coaches; Curriculum Team; Tech Ready Team | x | x | x |
| *AS2: Computing Devices – Teachers and Students.* Ensure the inclusion of struggling students on the list of assigned computing devices (K-2 = 2:1; 3-HS = 1:1) for supplemental and intervention programs; ensure teachers have computing devices to support programs.  | IT Department; Principals; Tech Ready Coordinator | x | x | x |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
|  | *AS3: Technology integration/Readiness Training.* Ensure technology integration training is modified, if necessary, for teachers and administrators in supplemental support and intervention services programs.  | Tech Ready Team | x | x | x |
|  |  |  |  |  |  |

**Standard 5: Data, Assessment, Evaluation.** The LEA will sustain a data-driven culture that reinforces continuous improvement process as measured by: formative, benchmark, summative, and progress monitoring results gathered during the 2013-2014 school year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
| **S1: Formative, Benchmark, Summative Data** | *AS2: Teacher Needs Assessment – Classroom. Conduct a needs assessment for teachers and coaches that is designed to elicit perceived needs for training that will improve/influence student achievement (e.g., strategies, engagement, lesson planning, formative assessment results; technology integration; benchmark assessment results) for the regular classroom, intervention services, and/or supplemental support programs.* | Coaches; principals; Tech team | X | X | X |
| **S2: Progress Monitoring** | *AS1: Progress Monitoring – Assessment Analysis. Schedule regular data analysis meetings to determine what adjustments (including ILLP and IEP and tech integration progress monitoring), if any, need to be made to classroom instruction.* | Coaches; principals; Tech Team | x | x | x |
| *AS2: Progress Monitoring – Needs Assessments. Using results from assessments and teacher input regarding strengths and weaknesses of lesson plan, instructional implementation and technology integration, adjust professional development calendar to include sessions on areas that can improve student achievement and tech literacy skills (teachers and students).* | Coaches; principals; Tech Team | x | x | x |

**Standard 6: Stakeholder Relations.** The LEA will support the creation of partnerships among families, school and LEA staff, and the greater community that supports student performance as measured by: agendas and sign-in sheets for Parent Advisory Council meetings; Parent-Teacher Conferences; Family Nights; and other district meetings and activities held during the 2013-2014 school year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEA Strategy/ Indicator** | **Action Step** | **Person(s) Responsible** | **Year 1 14-15** | **Year 2****15-16** | **Year 3****16-17** |
| **Strategy 3: Communication** | *AS4: Parent Resource Pages – School and LEA.* Based on input from school site Parent Advisory Councils, update Parent Resource page section of school’s website; ensure LEA parent resource page is also updated.  | IT Department; principals | x | x | x |