Module 1: Get Ready

To plan successfully, you must recognize where you are and where you want to go to accomplish your goals.

At a Glance: Assessing Readiness and Getting Started

Goals/Intended Outcomes

▸ Analyze results from the EdTech Locator (www.edtechlocator.org)

▸ Identify your current status in using technology to enhance instruction throughout the school building

▸ Define Leadership Team roles and develop strategies for communication

▸ Establish a schedule to ensure effective communication

Suggested Meeting Time

▸ 90 minutes

Pre-Module Planning

▸ Read the following sections of the Technology Implementation Practice Guide

▸ Overview, Introduction, and Recommendation 1: Work as a Team

▸ Determine who will be on the Leadership Team

  ▪ Consider including district and school leaders in curriculum, technology, special education, and professional development

▸ Invite team members using the PowerUp invitation email template provided in the handouts

▸ Ask invited team members to complete the EdTech Locator survey (www.edtechlocator.org)

  ▪ The EdTech Locator for Technology Implementation is an easy-to-use tool to help you evaluate where you stand on the technology-integration continuum. The tool can be completed from the perspective of a teacher, administrator, technology coordinator, or professional development coordinator.

Leadership Team Handouts

▸ 1.1 Invitation Email Template

▸ 1.2 Team Roles and Responsibilities

▸ 1.3 Communication Plan

Additional Resources

▸ Practice Guide: Appendix A—School Readiness Tools and Checklists to Inform Your Planning

▸ Practice Guide: Appendix B—Information and Resources About Various Technology Configurations for Your School

Key Steps

▶ **Define the purpose of the Leadership Team**

Defining the purpose of the Leadership Team is the first step in effective planning.

- **Purpose:** To develop an implementation plan to enhance technology use in classroom instruction
- **Resource:** *Technology Implementation Practice Guide – Overview, introduction and Recommendation 1*
- The key to effectively implementing technology school-wide is *systematic planning*

▶ **Review results from EdTech Locator for Technology Implementation**

Assessing readiness will provide you a sense of the current technology landscape in your school.

- **Purpose:** To assess how Leadership Team members view the use of technology and implementation in the school
- **Resource:** *EdTech Locator* (www.edtechlocator.org)
- Display and discuss results from the EdTech Locator
  - ▶ What technology tools does the school have, and how are teachers using these tools?
  - ▶ Which areas of technology implementation practice are well established? Which are beginning to be addressed? Not addressed at all?

▶ **Define your current technology status**

Identifying your approach allows you to gauge the amount of resources currently invested in school and classroom technologies and the prevalence of technology use across the school.

- **Purpose:** To define your current technology configuration
- Discuss various types of technology configurations (e.g., 1:1, BYOD, mixed device model)
  - ▶ **Resource:** *Appendix B in the Technology Implementation Practice Guide – Information and Resources About Various Technology Configurations for Your School*
  - ▶ What's your current approach?
  - ▶ What technology do you currently have? How is it being used? What data do you need to assess success of technology implementation?
  - ▶ Do you want to do something different? What? Why? What are the benefits and costs?

▶ **Outline the work of the Leadership Team and define roles**

Effective district- and/or school-wide implementation of technology requires strong leadership and collaborative team relationships.

- **Purpose***:* To define responsibilities and roles for accomplishing tasks
- Define the Leadership Team roles and subcommittees
  - ▶ **Handout 1.2 –** Team Roles and Responsibilities
  - ▶ Are there any additional people that should be added to this team? Who are they?

▶ **Brainstorm strategies for communicating with stakeholders**

Create relationships, collaborating with stakeholders, and building "buy-in."

- ■ **Purpose:** To communicate the work of the Leadership Team and foster buy-in among stakeholders
- ■ Who do you need to get "on board"? (e.g., teachers, school board, district personnel, parents)
- ■ Brainstorm methods for communication and building collective buy-in and capacity
  - ▶ **Handout 1.3 –** Communication Plan

▶ **Set your next steps**

- ■ Team Recorder will send summary of notes from meeting
- ■ Define tasks for various subcommittees; for example—
  - ▶ Outline communication plan to engage teachers, parents, and other stakeholders
  - ▶ Assess existing data and identify new data that need to be collected
- ■ Goals for next meeting
  - ▶ Enhancing your Mission/Vision Statement
  - ▶ Setting long- and short-term goals
  - ▶ Set next meeting date/time

Handout 1.1 – Invitation Email Template

Dear INSERT NAME,

As a key member of our staff, you are invited to serve as a member of a Leadership Team that will focus on enhancing technology use to differentiate instruction throughout the school building.

To assist our planning and implementation process, we will be using content and resources from PowerUp WHAT WORKS (powerup@air.org). I encourage you to visit the site and check out some of the great resources, including:

▸ The Technology Implementation Practice Guide

▸ ELA and Math Instructional Strategy Guides and PD support materials

▸ The PD Facilitator Guide

▸ Tech Matters blog posts

▸ Technology Research Briefs

See below for specific information regarding our first Technology Leadership team meeting.

Meeting Date: INSERT DATE

Meeting Time: INSERT TIME

Prior to our first meeting, please complete the EdTech Locator (www.edtechlocator.org). During our meeting, we will discuss the results of this assessment.

Handout 1.2 Team Roles and Responsibilities

Establishing a clearly defined structural leadership framework will ensure that each component of the technology implementation plan is carefully designed and communicated. It also signals the mutual investment of all team members toward the common goal of improved instruction and learning.

Team Leader:

Team Recorder:

Task Leaders/Subcommittees: Define who will be responsible for various components of the work that the Leadership Team will be conducting over the current planning period.

Communicating (with parents, teachers, external stakeholders):

PD planning:

Data collection and evaluating progress:

Budget planning:

Other:

Handout 1.3 – Communication Plan

Use the table shell below to develop your plans for communicating your efforts to enhance technology implementation with key stakeholders. We recommend saving this document to a shared workspace such as Google Docs or Dropbox so that all team members are able to view, revise, and update the table as needed.

What do we need to communicate?	To whom?	How?	Status
Mission statement	Parents and students	▸ School newsletter ▸ School website ▸ PTO/PTA meeting	
	Teachers	▸ All-staff meeting ▸ Email	
Long- and short-term goals	Teachers		
	District leaders (e.g., PD Coordinator; Curriculum Coordinator)		
Technology Inventory & procedures for accessing technology and support	Teachers and students		
Professional development plan	Teachers, administrators, staff		
Technology products acquisition and budget plan	Teachers, administrators, potential external stakeholders/providers		