Module 4: Supporting Your Teachers

Providing ongoing professional learning opportunities to your staff and developing a support structure for accessing assistance ensures more effective use of the technology investments you make. Refer to the PD Facilitator's Guide for ideas on how to use PowerUp to plan PD events and facilitate staff professional learning.

Goals/Intended Outcomes

▸ Plan ways to integrate PowerUp into professional development opportunities in a variety of contexts
▸ Plan how to provide ongoing support to teachers
▸ Develop policies and procedures to support teachers, parents, and students

Suggested Meeting Time

▸ 90 minutes

Pre-Module Planning

▸ Read the following sections of the PowerUp Technology Implementation Practice Guide
  ■ Recommendation 5: Plan Professional Learning Opportunities
  ■ Recommendation 6: Provide Access to Technology and Support
▸ Administer the Quick Teacher Technology Survey to teachers in the school
  ■ Compile results and prepare data displays
▸ Read the PowerUp PD Facilitator's Guide

Leadership Team Handouts

▸ 4.1 Current Status
▸ 4.2 Integrating PowerUp Into PD
▸ 4.3 Policies for Accessing and Using Technology

Additional Resources

▸ Practice Guide: Appendix F—Policy Documents to Facilitate the Processes for Working With Teachers, Parents, and Students
▸ PD support materials
▸ Quick Teacher Technology Survey
▸ My PowerUp Action Steps

Key Steps

▶ **Overview agenda and intended goals for meeting**

- Plan ways to integrate PowerUp into professional development opportunities in a variety of contexts

- Plan how to provide ongoing support to teachers

- Develop policies and procedures to support teachers, parents, and students

▶ **Updates from team members**

▶ **Review results from the Quick Teacher Technology Survey**

- **Purpose:** Assess teacher use of technology to support instruction and prioritize professional learning needs

- **Resource:** *Quick Teacher Technology Survey* (http://powerupwhatworks.org/sites/default/files/PowerUp Teacher Survey.pdf)

- How are teachers using the school's technology resources in their instruction?

- What factors are influencing teacher use of technology?

- What professional learning needs have teachers expressed?

- **Handout 4.1 –** Current Status

▶ **Define professional learning goals and integrate professional learning needs regarding how to use technology to support other school-wide initiatives**

Professional learning is critical to building the collective capacity of staff to use technology and transform teaching and learning.

- **Purpose:** Set professional learning goals for staff on how to integrate technology into the use of into instruction

- **Resource:** *Technology Implementation Practice Guide: Recommendation 5: Plan Professional Learning Opportunities*

- Long-term goals

  ▶ Define and enhance long-term goals for teaching professional learning to include a focus on how to use technology to support instructional practices

  ▶ What PD opportunities are planned to support this goal?

- Short-term goals

  ▶ Define discrete short-term goals for teachers as a whole as well as for sub-groups of teachers (e.g. all 3rd through 5th grade teachers; reading teachers and reading specialists; etc.)

  ▶ Identify contexts and methods for delivering a range of PD

  ▶ Examples: workshops, team meetings, one-on-one mentoring and coaching, collaborative peer learning, online learning

▶ **Determine how you will use PowerUp materials to support defined PD opportunities**

Professional learning is most effective when it is ongoing and provided in a variety of contexts.

- **Purpose:** Plan PD opportunities for teachers using PowerUp materials and content

- **Resource:** *Professional Development area of PowerUp WHAT WORKS website* (http://www. powerupwhatworks.org/page-puww/professional-development)

- Discuss the range of PD support materials and content on the PowerUp website
  - Instructional Strategy Guides in ELA and Math
  - Overview slideshow and Discussion Questions
  - Teach with Tech and the Differentiate the Strategy Worksheet
  - Lessons in Action and the Web Hunt Activity
  - Tech Matters Blog Posts
  - Technology Research Briefs and Quick View Videos
  - Database of Trusted Resources
- Plan how you will integrate PowerUp content and PD support materials in a range of ongoing PD activities to connects:
  - Evidence-based practices
  - Technology Tools
  - Principles of University Design for Learning and differentiated instruction
- **Handout 4.2 –** Integrating PowerUp Into PD

▶ **Develop procedures and policies for teachers and students**

Teachers, parents, and students benefit from clearly stated policies and procedures for accessing technology and methods for seeking technology support when needed.

- **Purpose:** Draft policies and procedures to be used by students, parents, and teachers in accessing technology and requesting support when needed
- **Resource:** *Technology Implementation Practice Guide: Appendix F—Policy Documents to Facilitate the Processes for Working With Teachers, Parents, and Students*
- Review some of the policies and procedural documents from Appendix F of the Practice Guide
  - Which documents are appropriate for the technology used in your context?
  - Brainstorm and discuss what policies and procedures are needed
- Review and enhance or develop policies and procedures for teachers on how to access technology in the school
- Review and enhance or develop policies and procedures for parents and students related to technology use and available support
- Discuss additional resources needed by teachers, parents, and students
- **Handout 4.3 –** Policies for Accessing and Using Technology

Handout 4.1 – Current Status

Using the results from the PowerUp Quick Teacher Technology Survey, your Technology Inventory, and the notes from your discussions during team meetings, respond to the questions below to explicitly define your school's current status in implementing and using technology.

▸ Current status (current model of technology use in the school)

▸ How are teachers using the technology available?

▸ Is there technology in the school that is not being used? Why?

▸ What barriers are there and/or what concerns do teachers have about using technology?

▸ What are your technology needs (e.g., new devices, maintenance/replacement of existing devices, upgrades to infrastructure)?

Handout 4.2 - Integrating PowerUp Into PD

To ensure that all of the pieces are in place for technology to be used effectively within your school(s) there must be a defined, regular, and ongoing professional development initiative in place for all teachers, administrators, and staff. Using the data obtained from the Quick Teacher Technology Survey in conjunction with your technology implementation plan and goals, review the following questions to evaluate the PD opportunities you are taking advantage of and determine which opportunities to make new investments in.

▶ Identify the technology goals you have set that will require additional technology training to be successful (new devices, software, etc.).

▶ Do you already have a clearly articulated PD plan? If so, what is it, and how can it be aligned with your goals for technology implementation?

▶ Which modes of PD delivery are currently being used (e.g. online, conferences, internal/external PD facilitators, co-planning, teacher collaboration, coaching/mentoring, faculty departmental training, summer workshops)?

▶ What additional delivery methods would you like to add?

▶ Identify leaders in technology using the results from the Quick Teacher Technology Survey and determine what collaborative efforts they are/could be involved in. How can you develop PD as a collaborative effort among your teachers/staff?

Handout 4.3 – Policies for Accessing and Using Technology

Developing a set of norms and expectations (i.e., a culture) around technology and its use inside as well as outside of the classroom is the glue that will hold together any technology implementation plan, as well as ensure its growth and integration into the learning process.

List and review the current policies and procedures at your school:

Brainstorming: What's included and what's missing?

Review the policy statements located in Appendix F of the Technology Implementation Practice Guide. Using the table below, define the key elements of your current policies and those elements that will be integrated into the revised documents. We have included several ideas to get you started—please revise and add your own to fit your context.

Reference to:	In statement	Need to add
Access to digital media outside of the classroom		
Technical support for teachers and students		
Educational use of students' mobile devices		
Restricted web access for teachers and/or students		
Parent inclusion and support		
Device take-home policy for teachers and students		
Disadvantaged students' access to technology		
Maintenance/service plans		
Access to shared devices		
Established cloud systems, policies, procedures		
Data storage		
Appropriate/inappropriate use of technology		
Key technology support team contacts		

Revised policies and procedures for your school

Now, begin to update your policies and procedures documents to include the elements defined in the table above. Once developed, the Leadership Team will need to update your communication plan to ensure that the new policies and procedures are clearly communicated to all key stakeholders (teachers, parents, students, etc.)