

## STAFF EXPECTATIONS

The West Des Moines Community School District is a district of high expectations. One expectation is our staff will carry out implementation of a new curriculum. A reciprocal expectation is the district will provide necessary training and support for implementation. The infusion and integration of technology into the curriculum is an on-going and evolving process. New technologies continue to be developed which impact teaching and learning. Curriculum revisions will examine and acquire new hardware, software and information resources to be integrated. Professional development will assist staff to incorporate these new environments and opportunities.

The evaluation of staff utilization of technology will be the province of the principal. The district will help facilitate this responsibility by providing access to quality data and training in the appropriate interpretation of the results.

### ***Instructional Technology Competencies for Certified Staff***

#### Curriculum

The staff member will:

1. be familiar with and utilize curriculum-technology integration strategies successfully in their curriculum.
2. evaluate and use computers and related technologies to support the instructional process.
3. evaluate and use educational software and associated documentation.
4. use their knowledge of effective instruction to apply computer software to areas such as problem solving, process writing, data collection, communications, presentations, and decision making.
5. be aware of the process and availability of the Iowa Communications Network within the district.
6. practice and share knowledge of equity, ethical, legal and human issues to technology.

The staff member will:

1. access the site network using the appropriate network security processes.
2. be able to organize and maintain electronic files.
3. be able to use the software for professional and curricular uses.
4. be able to direct their printing to another location on the network.
5. understand the necessity of security and passwords.
6. abide by board policy and appropriate administrative rules and regulations.
7. abide by federal copyright laws and assist students in appropriate acknowledgement and use of copyrighted materials.

#### Software

The staff member will:

1. be able to use software from the following categories and assist students with their use.
  - word processing/desktop publishing/production
  - creativity and graphics manipulation
  - curriculum-specific (software currently being integrated)
  - spreadsheets, databases, and grading software
  - Internet browsers and communication tools

2. be able to successfully use search strategies using the *On-Line Public Access Catalog* in their building media center and encourage and assist students with its use.
3. be able to successfully use and teach search strategies using information resources, including Internet resources, and encourage and assist students with its use.

Additional technologies add to the scope and expanse of opportunities available for enhancing teaching and learning. Staff members will be familiar with each technology as is appropriate for their curriculum specialty and grade level. These technologies include, but are not limited to CD-ROM applications, videodisc, digital cameras, video cassette players/recorders, media retrieval systems, classroom telephones, video tape camera, digital movie camera, projection panels or data projectors, scanners, and computer-to-television scan converters.

### Curriculum Integration

The State Code of Iowa states, "The board shall adopt a plan for the efficient and effective use of technology in the instructional program. The plan shall provide for the understanding and use of current technology by staff and students and shall include a procedure to review the district's utilization of technology as a teaching and learning tool."

To this end, each staff member should identify appropriate methods of using technology in teaching of curriculum. The focus of the district philosophy should be the integration of technology into the existing curriculum. All staff members will assist students in identifying applications for using technology in their studies and in using technology appropriately. The applications of technology in the curriculum will be reflected in each staff members' lesson plans. The district should provide support for staff in integrating technology in their lessons by providing appropriate staff development activities, professional support staff, and appropriate software.

### ***ISTE NATIONAL EDUCATIONAL TECHNOLOGY STANDARDS (NETS) AND PERFORMANCE INDICATORS FOR ALL TEACHERS***

The ISTE *Educational Technology Foundations Standards for All Teachers* reflect professional studies in education providing fundamental concepts, knowledge, skills and attitudes for applying information technology in educational settings. It is the responsibility of teachers and the District to provide opportunities for achieve these standards.

All classroom teachers should be prepared to meet the following standards and performances:

#### Technology Operations and Concepts.

Teachers demonstrate technology literacy. Teachers:

- A. demonstrate introductory technology literacy knowledge, skills, and concepts (described in the ISTE NETS Technology Foundation Standards for Students).
- B. demonstrate sustained growth in technology knowledge and skills to stay abreast of contemporary and emerging technologies.

### Planning and Designing Learning Environments and Experiences.

Teachers plan and design effective learning environments and experiences supported by technology. Teachers:

- A. design developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of learners.
- B. apply current research on teaching and learning with technology when planning learning environments and experiences.
- C. identify and locate technology resources and evaluate them for accuracy and suitability.
- D. plan for the management of technology resources within the context of learning activities.
- E. plan strategies to manage student learning in a technology-enhanced environment.

### Teaching, Learning, and the Curriculum.

Teachers implement plans that include learning strategies and methods while applying technology to maximize student learning. Teachers:

- A. facilitate technology-enhanced experiences that address content standards and student technology standards.
- B. use technology to support learner-centered strategies that address the diverse needs of learners.
- C. apply technology to develop students' higher order skills and creativity.
- D. manage student learning activities in a technology-enhanced environment.

### Assessment and Evaluation.

Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies. Teachers:

- A. apply technology in assessing student learning of subject matter knowledge and skills using a variety of assessment techniques.
- B. use technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning.
- C. apply multiple methods of evaluation to determine students' appropriate use of technology resources for learning, communication, and productivity.

### Productivity and Professional Practice.

Teachers use technology to enhance their productivity and professional practice. Teachers:

- A. use technology resources to engage in on-going professional development and lifelong learning.
- B. continually evaluate and reflect on professional practice to make informed decisions regarding the use of technology in support of student learning.
- C. apply technology to increase productivity.
- D. use technology to communicate and collaborate with peers, parents, and the larger community to nurture student learning.

## Social, Ethical, Legal, and Human Issues.

Teachers understand the social, ethical, legal, and human issues surrounding the use of technology in K-12 schools and apply those principles in practice.

Teachers:

- A. model and teach legal and ethical practice related to technology use
- B. apply technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities.
- C. identify and use technology resources that affirm diversity
- D. promote safe and healthy use of technology resources
- E. facilitate equitable access to technology resources for all students

## ***Roles and Responsibilities***

The effective implementation of a program which has such far reaching goals, expectations and importance cannot be accomplished without the support and dedication of the whole staff. The following delineates some of the responsibilities within a building for the effective implementation and integration of technologies throughout the curriculum.

At the building level, responsibilities for implementation of the technology program would be as follows:

### Building Administrator

- supervision of the building curriculum program
- liaison to director of technology and the instructional technology support coordinator
- determine and communicate building staff development needs to the human resources division
- monitor the integration of technology in the curriculum
- chair the building technology support committee
- select members for the building technology support committee
- administer computer check out procedures
- coordinate information program for parents and patrons of curricular applications of technology occurring at their site

### Instructional Technology Advisory Council Member (ITAC)

This a classroom teacher from each site who volunteers to assist district instructional technology efforts.

- serve as a communication link for the building to the district instructional technology advisory committee
- assist the staff in installation of software
- assist with the in-service on copyright laws and implications
- assist staff in software evaluation and procurement
- assist site administrator in determining in-service needs
- assist with inventory of hardware and software
- assist staff with routine operations, care and maintenance of technology equipment
- assist with staff development activities for instructional technologies
- provide orientation to site and district technologies and procedures for new staff members
- member of building technology support committee
- assist in maintaining network accounts for site staff

## Media Specialist

Media specialists are also members of the district Instructional Technology Advisory Council.

- provide in-service for on-line public access catalog
- assist the coordinator and staff in installation of software
- in-service staff and students on copyright law and implications
- assist staff in software procurement and evaluation
- assist principal in determining in-service needs
- assist with inventory of hardware and software
- assist staff with routine operations, care and maintenance of technology equipment
- member of building technology support committee
- provide orientation to district technologies for new staff members
- assist in maintaining network accounts for site staff

## Media Assistant

- Assist with inventory of hardware and software
- Assist staff with routine operations, care and maintenance of technology equipment
- Member of building technology support committee
- Assist in providing in-service for on-line public access catalog

## Instructional Technology Resource Teachers (7-12)

- Assist certified staff in learning software applications
- Assist certified staff in writing lesson plans which integrate technology
- Co-teach with certified staff on request as they develop confidence with technology-enriched lessons
- Assist students with technology-based projects
- Encourage and support district technology programs
- Assist with trouble shooting and inventory
- Member of ITAC

## Classroom Teacher

- Assist with inventory of hardware and software
- Assist in evaluation and selection of software
- Skill teaching
- Plan and implement lessons that utilize technology appropriately
- Model technology use for students
- Participate in appropriate staff development activities
- Instruct students on appropriate and ethical use of technology resources
- Monitor student use of technology resources