ITEC 7410: Action/Evaluation Plan

Name: Caitlin Tucker   Semester: Spring 2019

Goal: *Skilled Teachers*
During the 2019-20 school year, teachers will dedicate at least ten minutes to "technology talk" per week during collaborative planning sessions to determine how they will build digital citizenship in their classrooms. Teams create their own plan for exploring the technology they discuss. Teachers will indicate the time and brief explanation for technology use on their weekly lesson plans.

Evaluation Method:	Success Indicator:
• Lesson plan submissions • Administrative presence during collaborative planning and technology discussions • Administrative walkthroughs during technology plan in the classroom to foster instructional coaching and facilitation of technology talks • Feedback from teachers at professional learning sessions	90% of lesson plans for each month will indicate the technology goal and plan.

Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
Instructional coach will facilitate "technology talks" to establish the norm and model the goal or plan for technology use in the classroom.	Sessions will happen every week for the first month at the start of the 2019-20 school year. After the first month, the coach will attend monthly or as needed for team support. The coach will start looking for technology team goals in lesson plans in the second month to ensure accountability of teams.	No cost Although there is a time commitment required from teachers, administrators and instructional coach to support the goal	Instructional coach (helps to facilitate and communicate with administrators for goals of walkthroughs and help set goals for individual teachers) Administrators (performing walkthroughs to observe technology use and help set goals for individual teachers) Teachers (engaging in the conversation and implementing plans)
Instructional coach will start professional learnings with a technology tool. Teachers will reflect on the tool and decide if they would be willing to highlight	By the end of the year, the coach will model at least three different technology tools and model how to integrate the tools effectively into daily instruction.	No cost, use tools that are free with teacher sign up or tools teachers already have access to through the county portal.	Instructional coach (planning professional learning and modeling the technology use for teachers) Teachers (engagement and implementation of

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this tool during their technology talks in collaborative planning. The coach will weave the tool throughout the lesson as needed to model a tool teachers can use in their classroom.			the tools in their classrooms)
As teachers are acquainted with new technologies, the coach will slowly integrate ISTE Technology standards for students into the weekly technology talks. The coach will emphasize the content standard and model how to link this to a student technology standard to develop digital citizenship.	In October, the coach will attend weekly technology talks to integrate ISTE standards. Weekly sessions to break down the Student Technology standards provide the ability to begin the work on Instructional Change.	No cost	Instructional coach (planning to align technology and curriculum standards) Teachers (engagement and implementation of technology tools with attention on the student technology and curriculum standard)

Goal: *Instructional Change*
During the 2019-20, school year 90% teachers will provide a technology-enhanced lesson for administrative observation and feedback to support content knowledge and state standards.

Evaluation Method: • Administrative walkthroughs • ISTE Student Technology Standards checklist	Success Indicator: 90 % of teachers will submit lesson plans with technology-enhanced lessons to support content standards and administrators will rate teachers

Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
The Instructional coach and grade level teams will begin to look at the ISTE Student Technology Standards with their teams. Based on Technology talks, teams will discuss ways to enhance their	Beginning in October, the instructional coach will begin to incorporate and model breaking down the ISTE Technology Standards with grade level teams to support knowledge of technology standards	No cost Just time commitment from coach and teachers to engage in the technology conversations.	Administrators (feedback and awareness of the ISTE Student Technology Standards) Instructional Coach (Modeling breaking down and using technology standards

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lessons using both sets of standards.	to enhance the use of technology for content lessons.		to match content standards for lessons) Teachers (engaging in conversations and using technology to enhance lessons)
The instructional coach will create a checklist for the walkthroughs to ensure teachers are using one standard to enhance their lesson. The instructional coach must ensure all observers are on the same page for assessing student technology standards.	Beginning in July 2019, the instructional coach will create and share the student technology checklist with administrative stakeholders and go over each standard and what it can look like in the classroom setting.	No cost	Instructional coach (building and creating a checklist for student technology and curriculum standards and sharing with key stakeholders) Teachers (embedding technology into lessons) Administrators (learning to identify and observe technology and content standards)
The instructional coach will provide monthly professional learning for teachers who are willing to attend. The goal of these seminars is to explore possible ways to align content to student technology standards. These professional learnings will be teacher led and discussion based to explore various ways to embed technology to reinforce student technology and curriculum standards.	Starting in December 2020, monthly professional learnings held for willing teachers.	No cost	Instructional coach (planning and coordinating professional learning for teachers) Teachers (willing to attend sessions for technology discussion and integration for content and technology standards)

Goal: *Student Focused*
In the 2019-20 school year, students in grades third through fifth will engage in collaborative writing with their peers and teachers using Google App comments.

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Evaluation Method: • Teacher feedback at professional learning sessions • Teachers submit example of peer commenting in evaluation platform under "Instructional Strategies"		Success Indicator: 90% of teachers will model using the comment feature in Google Apps to support collaboration in writing.	
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
The instructional coach will meet with all grade level teams to ensure all teachers are competent in using Google App comments on slides or docs to encourage communication among students in the area of writing. The coach will also model how to create a snapshot PDF file to use as resources for their TKES evaluation in the area of "Instructional Strategies". The coach will provide a survey for teachers to ensure successful use of time at professional learning sessions.	In August 2019, the instructional coach will discuss Google Apps uses and highlight using the comment feature with students through modeling and demonstration.	No cost	Instructional Coach (modeling the use of Google App comments) Teachers (seeking out assistance when needed and utilizing Google App comments with their students in the area of writing)
The instructional coach will provide Google App comments as a focus in one of the monthly professional learning sessions for teachers to encourage in discuss in their teams. The coach will model how for teachers who are not confident in using the comment feature. Teachers will have	Beginning in October 2019, during the optional professional sessions	No cost	Instructional Coach (modeling, scheduling and leading optional professional leering) Teachers (implementing and modeling comment feature in their writing lessons to encourage communication and collaboration among students in the area of writing)

time to share and practice commenting on a writing sample they have created and practice snipping and saving the file as a PDF for reference.			
The instructional coach will introduce grade level teams to the [ISTE Teacher Technology Standards](#) and include this in their lesson plans in the first month. Encouraging the use of the teacher standards will ensure teachers are aware of the teacher technology standards as they plan and implement technology enhanced lessons. This will also provide reason behind their use of Google comments to encourage student collaboration in their classrooms. Students are citizens and collaborators (3b & 4c).	During the initial phase of the technology focus, August 2019, instructional coaches will reference teacher standards during collaborative planning technology talks.	No cost	Instructional Coach (understanding and referencing the teacher technology standards)

Teachers (utilizing the standrads that address their lesson plans to address technology integration and writing collaboration) |

Goal: *Diversity Considerations*

In 2019-20, teacher leaders will create and lead a technology team of students. The team of students will be diverse (40% or more of students will be female, 5% or more of students will have a disability and 40% or more will be English Language Learners).

Evaluation Method:	Success Indicator:
• Student technology goals are listed in monthly agenda for the student tech team (agenda provided by teacher leaders) • Students use technology of choice to discuss and share their learnings from the student tech team meeting (padlet, google docs, website or blog) Students	The student technology team is made up of diverse learners *(40% or more of students will be female, 5% or more of students will have a disability and 40% or more will be English Language Learners).*

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will decide and stay consistent for at least a year.			
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
Teachers will use their learnings from their professional learning to develop a diverse team of students to form a tech team. These students will lead technology and serve as student leaders in technology integration and sharing in their classrooms.	Beginning in January 2020, students will be encouraged to submit an application for the student tech team. The team will be formed in March and meet monthly.	No cost Teacher time and commitment to student tech team	Students (staying after school to talk about technology for their peers) Teachers (developing agendas for the student tech team, modeling discussion topics and facilitating technology use for students)
The team will share technology tools and purpose ways to use the technologies in the classroom. They will also discuss the ISTE Student Technology Standards. Students will use the standards and break them down during their discussions to come up with ideas for their teachers. Classroom teachers will discuss these ideas further. Teachers will have to inform the instructional coach.	By April 2020, students will lead the meetings with teacher assistance.	No cost	Teachers (providing guidance for students to become technology leaders within their school) Students (being comfortable leading the student tech meeting discussions)
Teacher leaders will present the findings to collaborative teams. The instructional coach will be present as well to go over the student's ideas. The meeting will focus on how to	In May 2020, collaborative planning sessions will embrace the student's ideas about technology integration in their classrooms.	No cost	Instructional coach (facilitating and unpacking findings from the student tech team) Teachers (coming up with ways to

incorporate these ideas.			incorporate student ideas)

Goal: *School Related*
In 2019-20, the school will develop a shared vision for technology that reflects the professional learnings and intentional use of "technology talks" during collaborative planning sessions.

Evaluation Method: • Lesson plans • Administrative walkthroughs • Technology talk agendas for collaborative planning • Informal discussion between instructional coach and teachers		Success Indicator: 90% of teachers will reflect technology use in their lesson plans.	
Strategies	Timeline	Budget/Funding Source	Person(s) Responsible
The instructional coach will develop a model agenda to support collaborative planning discussions that utilize technology talks.	In August 2019, the instructional coach will create, model and support teachers in technology talks and reflect the topic discussions in the agenda for grade level collaborative meeting sessions.	No coast	Instructional coach (planning agendas and modeling technology talks) Teachers (open to taking the strategies and discussion to their classrooms)
The instructional coach will model how to take the discussion points and strategize which tools will support the student's content knowledge and build digital citizenship.	The coach will support technology talks with a model a lesson plan documentation of technology-enhanced lesson planning for grade level teams in August 2019.	No coast	Instructional coach (modeling how to strategize the talks and turn them into a lesson plan to use in the classroom to support learners) Teachers (utilizing the technology talks and lesson plan documentation of technology-enhanced lesson plans to develop digital citizenship)
The coach will form a schedule to watch teachers implementing the technology-enhanced lessons using the ISTE Student	Beginning in Feburary 2020, the coach will meet with teams and craeate a schedule to provide feedback on technology use and	No cost	Instructional coach (communicating the checklist with teachers during grade level meeting, careting a schedule and making

Technology Standards checklist (referenced in the "Instructional Change" goal above). The feedback will be one-on-one or by grade level depending on teacher comfort and needs. The coach will simply be looking for instructional improvements based on technology use.	strategies based on students ISTE standards.		the time to meet and provide feedback to teachers based on group or individual team preferences) Teacher (willingness to allow the coach to come in watch the use of technology, receive feedback and make instructional changes based on comfort level)

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References

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