

WEEK	Weekly Course Content	Required Reading	Activities
1	<p>Orientation Introduction</p> <p>District technology leaders must possess the range of skills and abilities needed to position them as educational leaders—not just technology leaders—who provide the vision for the role technology can play in innovation and in building 21st century learning environments. In this Module, you will examine the range of skill areas needed, consider how to acquire or strengthen your existing knowledge and skills, and identify areas that will require further study or activities to help you acquire or strengthen skills and competencies required for success as a 21st century education technology leader.</p>	<p>Introduction to Preparation Materials</p> <p>Associated readings under Week 1</p>	<p>Review the Canvas Tutorial , Canvas Helpful Tips – 2 , and Canvas: Additional Support</p> <ul style="list-style-type: none"> • Complete and submit Pre-Assessment Assignment <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Who's in the Room? - Please introduce yourself to the class. How would you prefer being addressed in discussion posts? How did you get here? What is your current position? Where do you work now? Why are you taking this course? What do you expect to gain from this class? Who are you outside of your workplace? What else would you like to share? <p><u>Live Binder:</u></p> <p>What did you learn from the self-assessment about the dual aspects of the CTO's job—instructional and technical? What did you learn about your own core strengths as well as areas of needed growth? Describe your strengths and weaknesses in this area.</p>
2/3	<p>Leadership & Vision</p> <p>The skill area of Leadership and Vision involves working closely with the executive team and stakeholders to develop a shared vision with long-term, big-picture perspectives on district goals to plan for meaningful and effective uses of technology and providing leadership when creating a vision of how technology can help meet district.</p>	<p>Leadership & Vision</p> <p>Associated readings under Week 2/3</p>	<ul style="list-style-type: none"> • <u>Optional Zoom Meeting to discuss student responsibilities in the course</u> <p><u>Discussion:</u></p> <p>Take a deep look and evaluate your school/district's vision according to what you have learned so far in this skill area. Is the vision easily accessible to anyone who wants to find it? What modifications would you consider to improve your school/district's vision taking into consideration technology integration and student success. Why is a shared vision necessary, or is it? (If you are not a technology director, envision yourself in this role within a school/district.)</p> <p><u>Live Binder:</u></p> <p>Taking into consideration the contents of this module and the discussion activity, in the Leadership & Vision section of your portfolio write about what you have learned that will support your work as a technology leader. Describe your strengths and weaknesses in this</p>

4	<p>Strategic Planning The skill area of Strategic Planning involves having a high-level view across the school system and working with instructional and technical teams to identify steps needed to transform the technology vision into a long-range plan, complete with specific goals, objectives, and action plans.</p>	<p>Strategic Planning Associated readings under Week 4</p>	<p><u>Discussion:</u> From the 2015-2016 Baldrige Performance Excellence Framework (Education - Strategy - Category 2) choose one of the 3 key aspects of organizational excellence important to strategic planning and reflect on how that aspect connects to technology planning. Describe how you have witnessed progress in your district? What has been your role in encouraging and making progress happen? Which of these three key aspects has been the most challenging and why? The 3 aspects are: - Student Centered Excellence, - Operational Performance Improvement and Innovation, and - Organizational Learning and Learning by Workforce <u>Live Binder:</u> Taking into consideration the contents of this module and the discussion activity, in the Strategic Planning section of your portfolio write about what you have learned that will support your work as a technology leader. Describe your strengths and weaknesses in this area.</p>
5	<p>Ethics & Policies The skill area of Ethics and Policies involves managing the creation, implementation, and enforcement of policies and educational programs relating to the social, legal, and ethical issues related to technology use throughout the district and modeling responsible decision-making.</p>	<p>Ethics & Policies Associated readings under Week 5</p>	<p><u>Discussion:</u> Reflecting on your district's current acceptable use policy, is there any rethinking or revising that you and other stakeholders should consider adjusting in your district's policies in support of a 21st century learning environment? Is your district ready to consider transitioning a Responsible Use Policy? For which stakeholder groups should your district prepare an AUP/RUP? <u>Live Binder:</u> Taking into consideration the contents of this module and the discussion activity, in the Ethics & Policies section of your portfolio write about what you have learned that will support your work as a technology leader. Describe your strengths and weaknesses in this area.</p>
6	<p>Instructional Focus & Professional Development The skill area of Instructional Focus and Professional Development involves budgeting, planning, and coordinating ongoing, purposeful professional development for all staff using technologies and ensuring a sufficient budget through the implementation and assessment process of emerging technologies.</p>	<p>Instructional Focus & Professional Development Associated readings under Week 6</p>	<p><u>• Optional Zoom Session on Foundation and Corporate Grant Proposal Writing</u> <u>Discussion:</u> What has been done in your district to help implement technology-supported professional development, professional learning communities, and communities of practice? Do you proactively collaborate with district leaders responsible for curriculum, instruction, and assessment? What tends to impede effective professional development in your district? <u>Live Binder:</u> Taking into consideration the contents of this module and the discussion activity, in the Instructional Focus & Professional Development section of your portfolio write about what you have learned that will support your work as a technology leader. Describe your strengths and weaknesses in this area.</p>

7	<p>Team Building & Staffing The skill area of Team Building and Staffing includes playing an integral role in the district’s strategic planning process and creating and supporting cross-functional teams for decision making, technology support, professional development, and other aspects of the district’s technology program.</p>	<p>Team Building & Staffing Associated readings under Week 7</p>	<p><u>Discussion:</u> Read the Learning Accelerator Communications Planning Guide including the districts highlighted as examples. Choose one of these districts and describe how your school/district compares. Some thought questions: How do you provide staff with a work environment characterized by high performance, open communication, and trust? How successfully do you organize and manage teams and your staff? What are your greatest strengths in this area? Where are your areas for improvement? Do you focus enough attention on addressing individual needs of team members? What are your strategies? Do you recognize and reward individuals for contributions and accomplishments?</p> <p><u>Live Binder:</u> Taking into consideration the contents of this module and the discussion activity, in the Team Building & Staffing section of your portfolio write about what you have learned that will support your work as a technology leader. Describe your strengths and weaknesses in this area.</p>
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8	<p>Information Technology Management The skill area of Information Technology Management involves directing, coordinating, and ensuring implementation of all tasks related to technical, infrastructure, standards, and integration of technology into every facet of district operations.</p>	<p>Information Technology Management Associated readings under Week 8</p>	<p><u>Discussion:</u> Choose one of the 3 focus areas in this skill area - infrastructure, systems, or devices. Imagine that you are charged with leading a major initiative in your district/school in this area. Describe the scope of your initiative. What needs to be included in your plan?</p> <p><u>Live Binder:</u> Taking into consideration the contents of this module and the discussion activity, in the Information Technology Management section of your portfolio write about what you have learned that will support your work as a technology leader. Describe your strengths and weaknesses in this area.</p>
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9	<p>Communications Systems Management The skill area of Communication Systems Management involves using technology to improve communication and directing and coordinating the use of e-mail, district websites, web tools, voice mail systems, and other forms of communication to facilitate decision-making and enhance effective communication with key stakeholders.</p>	<p>Communications Systems Management Associated readings under Week 9</p>	<p><u>Discussion:</u> Choose one of the two scenarios below and describe the scope of your initiative. What needs to be included in your plan? Scenario 1: Your school/district committee/board feels that your website and social media presence is dated and you have been asked to propose a plan to bring it up-to-date. Scenario 2: Your school/district has an unreliable, dated phone system and you have been to propose a plan to modernize. <u>Live Binder:</u> Taking into consideration the contents of this module and the discussion activity, in the Communications Systems Management section of your portfolio write about what you have learned that will support your work as a technology leader. Describe your strengths and weaknesses in this area.</p>
10	<p>Business Management The skill area of Business Management includes the budget and serving as a strong business leader who guides purchasing decisions, determines the return on investment for all technology implementations, and fosters good relationships with vendors, potential funders, and other key groups.</p>	<p>Business Management Associated readings under Week 10</p>	<p>• <u>Optional Zoom Session on MA Chapter 30B and Purchasing with State Contracts.</u> <u>Discussion:</u> How does your district use funding sources available to the district and leverage them to meet district and programmatic goals? In developing an annual and long-range budget what are the various elements that you may use or need to know to craft these budgets to support the district goals? What might be some strategies that you can use to direct, manage and negotiate with vendors and business partners? <u>Live Binder:</u> Taking into consideration the contents of this module and the discussion activity, in the Business Management section of your portfolio write about what you have learned that will support your work as a technology leader. Describe your strengths and weaknesses in this area.</p>
11	<p>Data Management The skill area of Data Management involves managing the establishment and maintenance of systems and tools for gathering, mining, integrating, and reporting data in usable and meaningful ways to produce an information culture in which data management is critical to strategic planning.</p>	<p>Data Management Associated readings under Week 11</p>	<p><u>Discussion:</u> How does your district use data to improve student achievement and accomplish district goals and objectives? How effectively are stakeholders using data to make decisions? How do you ensure accuracy, security, confidentiality, reliability, and timeliness of data? Describe weaknesses and strengths of use of data analytics in your district. <u>Live Binder:</u> Taking into consideration the contents of this module and the discussion activity, in the Data Management section of your portfolio write about what you have learned that will support your work as a technology leader. Describe your strengths and weaknesses in this area.</p>

<p>12</p>	<p>Data Privacy and Security The skill area of Data Privacy and Security involves implementing practices and systems to ensure the privacy and security of organizational data.</p>	<p>Data Privacy and Security Associated readings under Week 12</p>	<p><u>Discussion:</u> Review the ENA Education Network Security in a Hyperconnected World. Examine the two case studies, Broward County Public Schools (Florida) and Huntington County Community School Corporation (Indiana). 1) Discuss how one of these school systems addresses the three areas we have reviewed in this module: <ul style="list-style-type: none"> • Compliance (with federal and state laws, board policy and contracts); • Harm (to the student, or the school, for example through a breach of sensitive data); and • Perception (by the school’s stakeholders: parents, students, teachers and school board or legislative representatives) 2) Discuss how your school system is handling the three areas. <u>Live Binder:</u> Taking into consideration the contents of this module and the discussion activity, in the Data Privacy and Security section of your portfolio write about what you have learned that will support your work as a technology leader. Describe your strengths and weaknesses in this area.</p>
<p>13/14</p>	<p>Completion of Final Project</p>	<p>Weeks 13/14</p>	<ul style="list-style-type: none"> • <u>Optional Zoom Meeting to discuss final project</u> • Complete post self assessment • Prepare Final Summary Reflection based on your progress between the pre- and post self-assessment. Looking back what did you learn about your own core strengths as well as your areas of needed growth? Describe your strengths and weaknesses in this area. • Respond to Essay Question and add to LiveBinder • Prepare LiveBinder content to share with METAA Committee • Live Binder will be submitted for METAA Committee approval