

Frequently Asked Questions for Specialists – 2008-09



Q: What is the [IT]² Program?

A: The [IT]² Program is the name of the Technology Proficiency and Implementation Training program negotiated in the 2008-2011 LWEA/LWSD contract agreement.

Q: What are the requirements of the program?

A: The requirements include the demonstration of skill acquisition, reinforcement and integration in using technology. Specialists will share authentic examples, “naturally harvested” from the normal course of their jobs that demonstrate skills and knowledge of technology used with students in their specialized field of work.

Q: Will the requirements of the [IT]² Program be the same for all Specialists?

A: The requirements will be the same. Non-classroom teachers who do not have access to Activboards will be expected to create an **Individual Plan for Growth** based on the technologies available for their use that is a normal part of their jobs. Specialists will still follow the same steps for completion of their *Evidence of Accomplishment*.

1. Complete a **Skills Inventory for Specialists**
2. Complete an Individualized Plan for **Growth for Specialists**
3. Demonstrate the use of their plan with students (share experience and get checked off)
4. Receive \$1250 in June paycheck

Q: How can I demonstrate my *Evidence of Accomplishment*?

A: Staffs have many ways to demonstrate these requirements:

1. Participate in 5QL Coursework
 - a. Complete the new Activstudio component 5QL class series (8 hours).
 - b. Attend and participate in new 5QL Sharing and Collaboration class (2 hours).
2. IT Teacher Leader
 - a. Demonstrate *Evidence of Accomplishment* to your school’s IT Teacher Leader during:
 - i. A scheduled individual check off meeting.
 - ii. A school site hosted 5QL Sharing and Collaboration class.
3. Classroom Visits
 - a. Demonstrate requirements to PD specialist during a classroom lesson.
4. Professional Development “Office Hours”
 - a. Meet with a PD specialist at the Resource Center.

Q: What is expected at my *Evidence of Accomplishment* check off meeting?

A: Before meeting it will be expected that you have already demonstrated your progress on achieving your **Individual Plan for Growth** with students. When you meet with a person to get checked off (or take a sharing and collaboration class) you will be asked to share your individual [IT]² plan showing/telling what you did to meet your plan. The facilitator will check you off and record your accomplishment for payroll purposes.

Q: As a Specialist will my [IT]² Program be the same as a classroom teacher?

A: The certificated staffs who are not regular classroom teachers will complete a differentiated [IT]² Program. The program requirements for LWSD Specialists are based on the proficient use of the technology hardware and software they use during the course of their work day in support of student learning.

Q: What is the focus for non-classroom certificated for the [IT]² Program?

A: Non-classroom certificated staff (Psychologists, SLPs, OT/PTs, etc.) do not have access to classroom technologies including classroom projection systems as a regular part of their job duties. Each of these specialized groups will be assessing their skill level with the specialized hardware and software required to do their jobs. Like classroom certificated staff, these employees will create a plan for growth and demonstrate their *Evidence of Accomplishment* based on the technology tools used.

Q: Are Specialists allowed to learn Activstudio to demonstrate Evidence of Accomplishment?

A: Yes, as long as they demonstrate the use of Activstudio and Activotes with students. In effect, specialists choosing this option would need to meet all the requirements that classroom teachers need to meet.

Q: Is there a requirement to earn \$1250?

A: Yes, Specialists will demonstrate an *Evidence of Accomplishment* for the use of technologies used with students within their field of work. *Evidence of Accomplishment* will differ with each person based on their **Individual Plan for Growth** and the software and hardware equipment that is used within each specialized area.

Q: Is the [IT]² Program mandatory for all staff?

A: No, employees may decide not to participate in the [IT]² Program, receiving no compensation, but district expectations for using technology will remain.

Q: Can staff opt out of the [IT]² Program and the \$1250?

A: Yes, however they are still expected to use the technologies that are a normal part of their jobs.

Q: What classes will be available to assist me in learning the skills?

A: There will be 5QL classes to meet the requirements of the [IT]² Program for teachers. However, due to the broad nature of Specialists jobs and the many software and hardware programs currently being used, providing 5QL classes to fulfill that need would depend on the availability of the software/hardware for a whole class, if there were qualified trainers, and if there was enough interest in the class. Contact your IT or PD specialist if you have a specific class in mind.

Q: Will there be [IT]² series component classes available specifically for Specialists to get checked off?

A: No, because of the broad nature of the various Specialists' jobs, creating a series component class isn't viable at this time. However, Specialists are able to take the [IT]² Activseries classes currently available for teachers as long as it meets the Specialist's **Individual Plan for Growth**.

Q: Will technology classes be a required part of the [IT]² Program?

A: No, technology classes will not be required. 5QL classes will be offered to teach the [IT]² Program elements to support staff in their learning. (See answer to above questions.) Staff members wishing to take these classes will earn 5QL pay.

Q: My 14 hours of 5QL are already complete. Can I still take more 5QL classes (ie the new 5QL component classes) and be paid?

A: Most likely, as all the unused 5QL paid hours will be pooled and distributed to staff who exceed the 14 hours of paid time this year. In addition, employees can take up to 30 hours of 5QL for credit or clock hours each year.

Q: Besides 5QL classes, what other support is available to staff?

A: Because of the specialized nature of some of these programs, accessing additional support would depend on the area of specialty. If you are unsure who to ask for help, contact your school's IT teacher leader or

IT Specialist. Each school is assigned an Instructional Technology Professional Development Specialist in addition to the building support provided by the IT Teacher Leader. To find out who your IT Specialist is, go to the Instructional Technology page on the portal.

Q: Can staff opt out of 5QL classes?

A: Yes, there is no requirement to take any classes.

Q: Are there due dates for the [IT]² Program?

A: Yes, participating staff will need to complete the [IT]² Program *Evidence of Accomplishment* **by May 15th**. The payment of the \$1250 compensation will be part of the **June paycheck**.

Q: Why do I have to wait until the June check to be paid?

A: June was agreed upon to allow for more efficient and accurate record keeping and payroll.

Q: How does the [IT]² Program connect to my PGE goals?

A: Teachers are encouraged to make connections between their [IT]² Program work and their PGE goals. While “doing” the [IT]² Program work should not be the PGE goal, the [IT]² Program work can definitely align with and support the PGE goal. PGE goals are based on the Domains of Professional Practice and should reflect the domain and component(s) in which the teacher would like to grow so student learning outcomes improve.