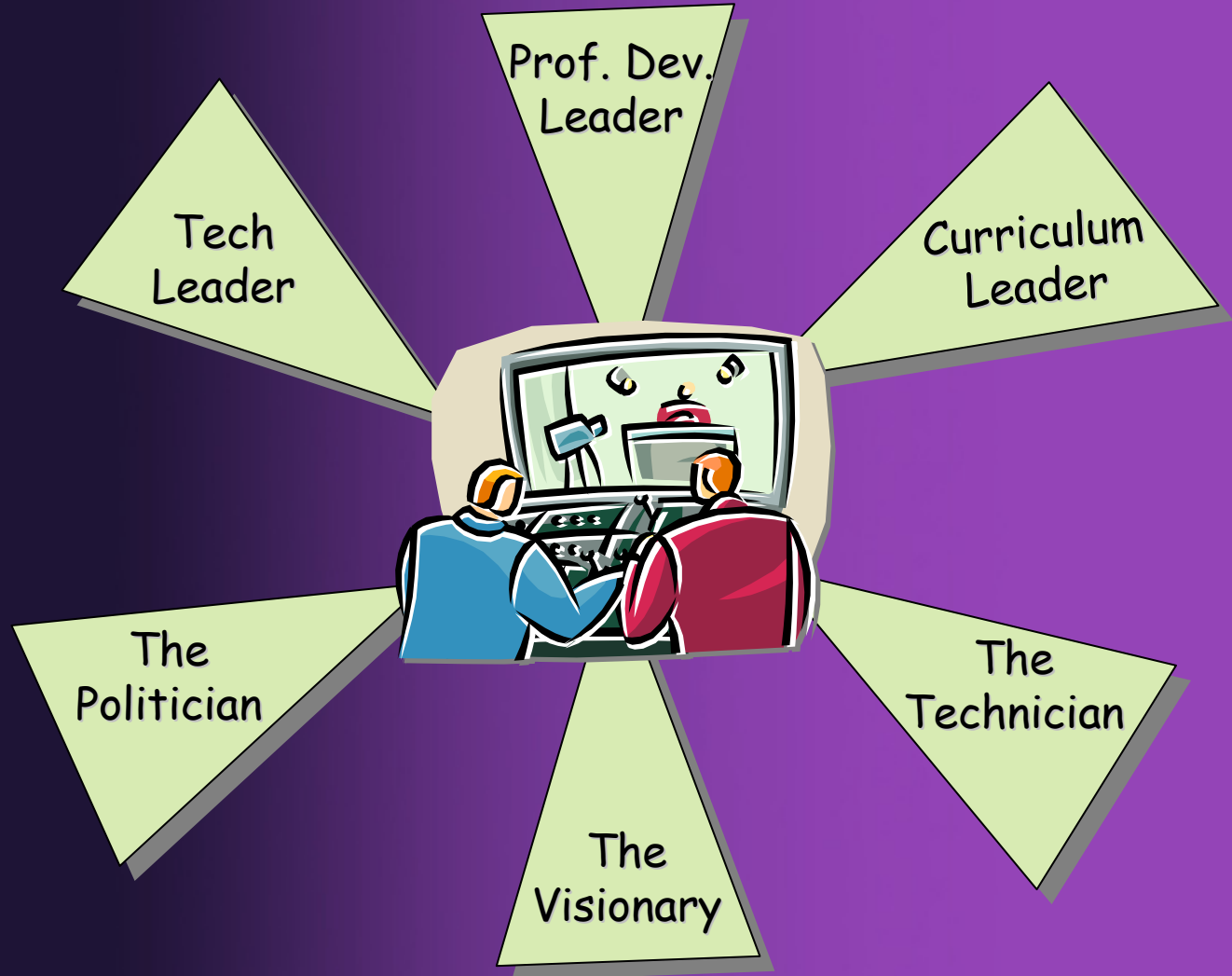


# How to be a Successful Technology Coordinator – Secrets Revealed



NAD Teachers Convention  
Nashville, Tennessee

# Roles of a Tech Coordinator



# What Occupies Your Time?

- Keeping the network operational
- Maintaining equipment
- Dealing with software inventory
- Planning and assessing
- Meeting staff development needs
- Dealing with staff and parents
- Dealing with politics
- Dealing with too many responsibilities
- Maintaining a level of expertise

# Definition of Role

- **Quote:** “We must indeed all hang together, or, most assuredly, we shall all hang separately.”

Benjamin Franklin

- **Clearly define and document the roles:**

- Tech Coordinator
- Tech Support

- **Gain support of your principal, finance VP, and tech committee**

- **Work hand-in-hand with your principal to make sometimes those tie breaking decisions.**



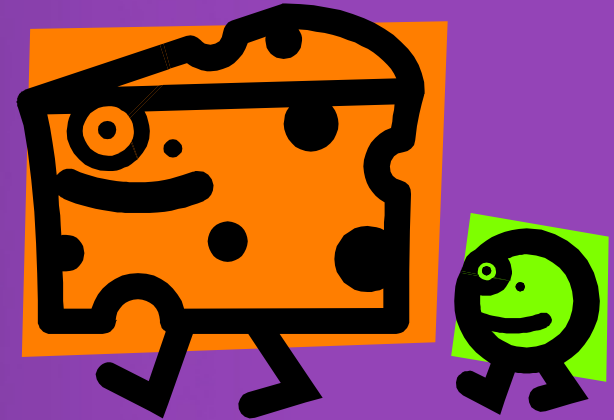
# Definition of Role

- Create a Technology Committee
  - Members:
    - Combo of tech-nuts and luddites
    - Good working knowledge of curriculum
  - Select a title that emphasizes your role
    - Ex. **“Instructional Technology Facilitator”**



# What is Your Role as a Technology Leader?

- Promote instructional technology via a variety of opportunities.
  - Reference Materials
  - Classroom/school visits
  - Workshops
  - Conferences
- Spread the wealth in software and hardware
- Model and plant the seeds to promote “Best Practices”



# What is Your Role as a Technology Leader?

- Plan and Assess
  - Have a Tech Plan
- Qualities:
  - To be resourceful
  - Be flexible
  - Be a good listener
- Plan seeds of technology integration
  - Distribute techno-goodies to the pioneers



**LEAD THROUGH FACILITATING**

# Your Role as a Technology Leader

- Lead by example
- Prioritize and use good *time* management
  - 50/50 Rule: 50% hardware – 50% people
- Create a cadre of support
- Support your decisions with concrete experiences, facts and data
- Communicate well
  - Develop good people skills
- Be cautious of new technologies...
- Always plan...

# Plan, Plan, Plan...

## • Plans\*

- School Technology Plan
  - Supports School Plan
  - Integrates Curriculum
- Staff Development Plan
  - Supports School SD Plan
- School Improvement Plan
  - Integrated with School Technology Plan and Staff Development Plan

## • Advantages

- Keeps everyone on the same page
- Allows better planning
- Minimizes conflicts
- Supports accountability

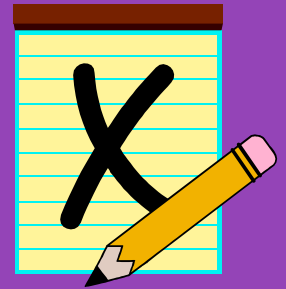


# Support: Technology Leader

- Learn from other experts
  - Education Leadership Toolkit
    - <http://www.nsba.org/sbot/toolkit/index.html>
  - International Society for Technology in Education
    - <http://www.iste.org/>
  - Technology Coordinator's Resource
    - <http://members.tripod.com/exworthy/tc.htm>
  - The Snorkel (Tech Coordinator's Forum)
    - <http://www.thesnorkel.org/people.htm>

# Support: Technology Leader

- Use a range of assessment tools
  - Online tool: Zoomerang\*
    - <http://info.zoomerang.com/>
  - WestEd Technology Plan Builder\*
    - <http://www.schoolsmovingup.net/cs/tech/print/htdocs/138>
  - Profiler
    - <http://www.profilerpro.com/>
  - TechBuilder\*
    - <http://compaq.edmin.com/>



# What is Your Role as a Curriculum Leader?

- Understand the curriculum and how technology can achieve the standards, goals, and outcomes
- Learn and deploy “best practices” and strategies in technology integration
- Educate your staff in the latest learning technologies
- Promote and encourage the use of technology and the Internet
- Assist in the correlation of software/Internet resources to the curriculum
- Provide instructional solutions

# Your Role as a Curriculum Leader

- Keep current on curriculum issues, first – technology issues, second
- Know the talk... do the walk
- Talk curriculum first, technology second
- Find the “hook” that will encourage and enable your staff to utilize software/Internet resources
  - Help them look for the “meaning” of technology
- You are expected to remain healthy
  - You are expected to work your magic 24/7

# Your Role as a Curriculum Leader

- Be cool, calm, and collect
  - Role modeling
- Be positive
  - Negativity in technology spreads fast!
- Have a good working knowledge of Internet tools and resources
- Observe “best practices”
- Create a correlation between available software and the curriculum

# Support: Curriculum Leader

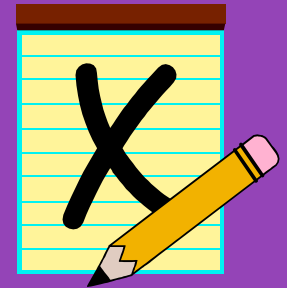
- Stay up-to-date on curriculum issues
  - Educators Portal\*
    - <http://www.educatorsportal.com/>
  - Tech LEARNING\*
    - <http://www.techlearning.com/>
  - Arm Yourself With Cool Tools - pass them on to your teachers
    - BrainPOP
      - <http://www.brainpop.com/>
    - RubiStar Online Rubrics\*
      - <http://rubistar.4teachers.org/>

# Support: Curriculum Leader

- Software Reviews Provide Support
  - SuperKids Educational Software Review
    - <http://www.superkids.com/>
  - The School House Software Review
    - <http://www.worldvillage.com/wv/school/html/scholrev.htm>
  - Discovery Schools Software Review
    - <http://school.discovery.com/parents/reviewcorner/software/>
- Provide Student Resources
  - BJ Pinchbeck's Homework Helper
    - <http://school.discovery.com/homeworkhelp/bjpinchbeck/>

# Support: Curriculum Leader

- Provide Student Resources
  - WebMath
    - <http://www.webmath.com/>
- Best Practices
  - Integrating Technology
    - Kathy Schrock's Guide for Educators
      - <http://school.discovery.com/schrockguide/>
    - Adventures of CyberBee
      - <http://www.cyberbee.com/>
  - Project-based Learning
    - Bernie Dodge's WebQuest Site
      - <http://webquest.org/>



# What is Your Role as a Technician?

- **Hardware and Software**
  - Maintain and upgrade hardware
  - Maintain software inventory
  - Provide appropriate acquisition of software & hardware
- **Networking**
  - Operation and maintenance of the LAN and servers
    - Access to Web / e-mail servers
    - Access to Internet
    - Access to the Intranet

# Your Role as a Technician

- *Hardware & Software*
  - Standardize updating and maintenance procedures
  - Make simple scripts available to staff via the LAN or Internet
  - Standardize, Standardize, Standardize...
    - Create a standardization policy
  - Maintain an electronic inventory system
  - Develop a computer repair/maintenance system
    - Make procedures and process public
  - Exploit teachable moments with staff

# Your Role as a Technician

- *Networking*
  - Security
    - [Top 100 Network Security Tools](http://sectools.org/) - <http://sectools.org/>
  - Go to the main source for hardware/network assistance
    - Ex. Novell: <http://www.novell.com>
  - Limit accessibility to workstations' OS
    - Ex. [Fortres\\*](#), [MS Shared Comp. Tool Kit](#), DeepFreeze – [www.faronics.com](http://www.faronics.com)
  - Purchase network management tools
    - Ex. Altiris: <http://www.altiris.com/>
  - Spread out responsibility of maintaining LAN (?)

# Support: The Technician

- Network Resources: Use Backup Support
  - Network Tools\*
    - <http://www.softpedia.com/get/Network-Tools/>
  - Networking and Internet (Mac)
    - <http://guide.apple.com/uscategories/servers.lasso>
  - Networking (PC)
    - <http://www.stengel.net/consul01.htm>
  - Tech24
    - <http://www.tech24.com/>

# Support: The Technician

- Network Resources: Examine OS Online Support
  - Linux
    - Just Linux
      - <http://www.justlinux.com/>
    - Linux Support Service, Inc.
      - <http://www.linux-support.net/>
    - Linux.com
      - <http://www.linux.com/>
    - Linux Online
      - [www.linux.org/](http://www.linux.org/)

# Support: The Technician

- Network Resources: Examine OS Online Support
  - Unix
    - WSS Unix Workstation Support
      - <http://socrates.berkeley.edu/Help/Unix/>
    - Unix Support Page (Univ. of Cambridge)
      - <http://www-uxsup.csx.cam.ac.uk/>
    - Unix Reference Desk
      - <http://www.technion.ac.il/guides/unix.html/>

# Support: The Technician

- Network Resources: Examine OS Online Support
  - Windows Servers
    - Microsoft Windows Servers
      - <http://www.microsoft.com/servers/default.mspx/>
    - Windows IT Pro Magazine
      - <http://www.windowsitpro.com/>
  - Novell
    - Novell Support and Downloads
      - <http://support.novell.com/>
    - Novell.com
      - <http://www.novell.com/>

# Support: The Technician

- Printers and Peripherals
  - About.com Peripherals Page
    - <http://peripherals.about.com/>
  - Scanners: ScanTips.com
    - <http://scantips.com/>
- Sharing Resources
  - xDrive.com (files)
    - <http://xdrive.com/>
  - Backflip (Internet Favorites)
    - <http://www.backflip.com/>
  - A CD Burner

# Support: The Technician

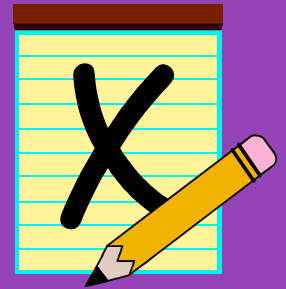
- Hardware Repair: Use Outside Resources
  - PC Show and Tell
    - <http://www.pcshowandtell.com/>
  - MacInstruct
    - <http://www.macinstruct.com/>
- Understanding the Instructional Uses of a Network
  - Projects, sharing data, etc.
  - Guidelines for Educational Uses of Networks
    - <http://irs.ed.uiuc.edu/Guidelines/>

# Support: The Technician

- **Plug-ins and Players: Standardize**
  - Apple QuickTime
    - <http://www.apple.com/quicktime/>
  - Macromedia/Adobe ShockWave (Flash Player)
    - <http://www.adobe.com/shockwave/download/?promoid=BIOY>
  - RealNetworks RealPlayer
    - <http://www.real.com/>
- **Planning: Plan for Outdated Equipment**
  - CEO Forum Star Report
    - <http://www.ceoforum.org/>

# Support: The Technician

- Internet Tech Support: Preventive Tasks
  - Plugins.com
    - <http://www.plugins.com/>
  - Spyware
    - <http://www.spybot.com/>
    - <http://lavasoft.com/>
  - Windows Defender
    - <http://www.microsoft.com/>
  - Virus Protection
    - <http://www.symantec.com/>
    - <http://www.mcafee.com/>



# What is Your Role as a Staff Development Leader?

- Provide staff development opportunities to your staff.
- Duties include:
  - Training
  - Modeling
  - Facilitating
  - Developing courses/workshops
  - Coordinating courses/workshops



# Your Role as a Staff Development Leader

- Create a Professional Development Plan
- Embrace the “Train the Trainer” model
- Provide modeling experiences whenever possible
- Provide a variety of personal development experiences
  - WebQuest: Weaving the Web into your K-12 Curriculum
    - <http://www.pitt.edu/~edindex/WebQuests/frames.htm>
- Create a cadre of trainers
  - Don't ignore students

# Your Role as a Staff Development Leader

- Examine a variety of SD approaches
  - Tutorials
  - Scripts
- Tie SD with incentives
  - Give incentives for acquiring certain tech skills
- Make SD opportunities fun
- Deploy SD opportunities slowly
  - Baby steps, baby steps

# Support: The Staff Development Leader

- Plan for the Future: Staff Development Plan
  - CEO Forum Star Report
    - <http://www.ceoforum.org/>
  - My Target
    - <http://mytarget.iassessment.org/>
  - Project Venture
    - <http://www.creighton.k12.az.us/projectventure/>

# Support: The Staff Development Leader

- Use Online Tutorials: Save Time and Money
  - Freeskills
    - <http://www.freeskills.com/>
  - Internet 4 Classrooms; Helping Teachers Use The Internet Effectively\*
    - <http://www.internet4classrooms.com/on-line2.htm>
  - Free and Affordable Distance Education
    - <http://www.docnmail.com/learnmore/computers.htm>
  - Lynda. Com\*
    - <http://www.lynda.com/>

# Support: The Staff Development Leader

- Use Software for Simple Tasks
  - Create short videos on simple tasks
    - Sitepal.com
      - <http://www.oddcast.com/sitepal/>
  - Online Courses
    - Connected University
      - <http://cu.classroom.com/>
  - Course Development: WebCT; SoftChalk
    - <http://www.webct.com/>
    - <http://softchalk.com/>

# Support: The Staff Development Leader

- Teaching Strategies: Mentoring, Coaching, Etc.

- TeachersFirst.com\*

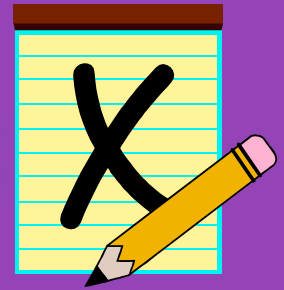
- <http://www.teachersfirst.com/prof.cfm>

- TeachNet.com\*

- <http://www.teachnet.com/>

- Teaching Strategies: Technology in Teaching\*

- <http://www.crlt.umich.edu/tstrategies/tstt.html>



# What is Your Role as The Politician?

- To market your school
- To develop partnerships that foster and facilitate the deployment and/or continuous development of instructional technology in your school.



# Your Role as The Politician\*

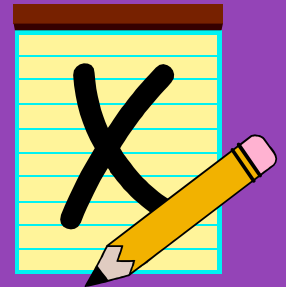
- Listen, listen, listen...
- Market yourself and your school
- Perception is important. Educate the staff and parents
- Create a school Web page
  - Students and parents resources
  - Site information
  - Contact info
  - Teacher/classroom info
- Consider Web Casting to promote resources and news items

# Support: The Politician

- Web Authoring Sites
  - Homestead
    - <http://www.homestead.com/>
  - Tripod
    - <http://www.tripod.com/>
  - Freeservers
    - <http://www.freeservers.com/>
  - Tagnet
    - <http://www.tagnet.org/>

# Support: The Politician

- HTML Email Templates
  - High Impact Email
    - <http://www.templatezone.com/>
    - Delivers html emails
    - Hundreds of templates
      - Newsletters
      - Advertising
      - Forms



# What is Your Role as The Visionary?

- To provide guidance in the advancement of instructional technology
- To plan for the future
- To examine upcoming learning technologies:
  - Wireless LANS
  - Pocket PC's / Palm's
  - Web Conferencing



# Your Role as The Visionary\*

- **Challenge:** *To embrace the cutting edge while exploring the bleeding edge.*
- **Examine and revise (if necessary) your plan every year**
- **Maintain a database of ideas, new technologies and resources**
- **Network among your peers**
  - **Conferences**
  - **Organizations**
  - **Listservs**

# Your Role as The Visionary

- Examine the latest and greatest in learning technologies
  - Integrate them slowly
  - Pilot
  - Ex. Application Service Providers
    - Ex. IBM.com (<http://www.ibm.com/us/>)
- Examine Web sites periodically
  - PC Computing Online
    - <http://www.zdnet.com/pccomp/>
  - PC World Online / Mac World
    - <http://www.pcworld.com/> - <http://www.macworld.com/>

# Support: The Visionary

- Planning

- EDmin.com\* – Improve Student Performance

- <http://www.edmin.com/>

- Compaq's TechBuilder

- <http://compaq.edmin.com/>

- CEO Forum

- <http://www.ceoforum.org/>

- enGauge\*

- <http://www.ncrel.org/engauge/>

# Support: The Visionary

- Assessment

- TAGLIT

- <http://www.taglit.org/>

- MTLC Assessment Tools

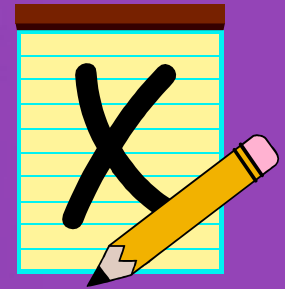
- [http://www.matlc.org/resources\\_matlc/assessment.htm](http://www.matlc.org/resources_matlc/assessment.htm)

- Profiler Pro

- <http://www.profilerpro.com/>

- Compaq's TechBuilder – free Web-based technology planning & management tool for IT professionals, school administrators, and teachers.

- <http://compaq.edmin.com/>



# Building The Foundation

- Provide guidance to your staff in the advancement of instructional technology.
  - Set your vision
  - Determine your challenges
  - Set your priorities
- Plan for the future of instructional technology.
- Examine upcoming learning technologies.
- Create a local support group.
- Visit other schools/districts to experience other approaches to technology infusion.



# How to be a Successful Technology Coordinator – Secrets Revealed

*For More Info:*

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