

## EdTech Locator Team Planning Worksheets

In order to move from one level to the next on the EdTech Locator you need to determine your destination, and a team-based strategy for reaching that destination.

### **Part 1: Determine Location and Destination**

For each member of your team, you will use your EdTech Locator profile printouts to record your location both overall and for each area of focus as well as identifying your desired destination for each team member. Once you have completed the chart for each role, you can prioritize your technology implementation goals and determine your strategy for achieving them.

While the ultimate destination is “Target Tech,” both overall and for each responsibility for each individual team member, trying to achieve multiple technology goals at once can stretch your available resources too thin. The best strategy, therefore, is to *prioritize*. Your team will use destination charts to prioritize among individual areas of focus.

### **Part 2: Identify Tech Implementation Priorities and Team Responsibilities**

Using the final chart, your team members will each list their top priorities. Together, you'll identify two or three critical areas of focus and determine each team member's role in implementing them. A sample worksheet has been provided to assist you.

Some goals may be identified as individual goals (i.e. advancing professional knowledge) while others may require a team effort to implement. Each team member may have responsibilities for school-wide goals while also focusing on individual technology implementation goals. When your team has completed your technology plan, consult the resources provided in the Achieve section and under each individual role to help you move forward.





**Tech Coordinator:**

**Part I. Determine your Destination.**

- Use your EdTech Profile printout to identify your location (Early Tech, Developing Tech, or Target Tech), both overall and for each of the individual responsibilities.
- Next, identify your desired destination (Early Tech, Developing Tech, or Target Tech), both overall and for each of the individual responsibilities. Though you ultimately want to reach Target Tech, choose a realistic goal for your initial implementation.
- Assign a priority score to each area of focus:
  - 1 = Urgent
  - 2 = Important
  - 3 = Less Important

	Overall	Plan and Procure Technology	Maintain Technology Infrastructure	Support Student and Teacher Learning Needs	Monitor Technology Policies and Use	Advance Professional Knowledge
Current Location						
Destination						
Priority						

**PD Coordinator:**

**Part I. Determine your Destination.**

- Use your EdTech Profile printout to identify your location (Early Tech, Developing Tech, or Target Tech), both overall and for each of the individual responsibilities.
- Next, identify your desired destination (Early Tech, Developing Tech, or Target Tech), both overall and for each of the individual responsibilities. Though you ultimately want to reach Target Tech, choose a realistic goal for your initial implementation.
- Assign a priority score to each area of focus:
  - 1 = Urgent
  - 2 = Important
  - 3 = Less Important

	Overall	Integrate Tech in PD	Integrate AT to promote Access	Integrate UDL	Enhance Educator’s Skills	Implement Models of PD	Enhance Leadership Skills of Administrators
Current Location							
Destination							
Priority							

## Part 2: Identify Tech Implementation Priorities and Team Responsibilities (SAMPLE)

1. Record each team member and their two or three top priorities from individual worksheets
2. Identify a new team priority for each listed area of focus; try to limit to two to three 'urgent' goals
3. Identify next steps and action items for each team member

Team member and role	Area of Focus	Team Priority	Next Steps: Teachers	Next Steps: Administrator	Next Steps: Tech Coordinator	Next Steps: Professional Development Coordinator
Karen (Classroom Teacher)	Student Expression (Early Tech)	1	<i>Pair classroom teachers with mentors who currently use tech for expression; Attend PD workshops on UDL and tech</i>	<i>Provide release time for teachers attending PD; work with schedule to allow early tech teachers to pair/shadow developing or target tech teachers</i>	<i>Ensure access to needed tech resources; help teachers find appropriate technology tools for students; teach students and teachers how to use new tools (VoiceThread, etc.)</i>	<i>Arrange for PD and learning opportunities for teachers</i>
Karen	Assessment (Developing)	2	<i>May be a personal goal for individual teachers</i>	<i>Provide online assessment software?</i>		
Rose (Principal)	Selection of Technologies (Early)	1	<i>Work with teachers to find tech that fits curricula and helps differentiate instruction</i>	<i>Choose technologies based on curricula and best practice; refine tech policies</i>	<i>Research available technologies and work with teachers to match to curricula and state/local standards</i>	



