

Module 4

Developing Your Action Plan

In this module, you begin constructing your Action Plan. Your plan serves as a framework for your thinking and decision making in how you will support technology integration over time, and how you will align your actions with national leadership standards.

Essential Question

How can educational leaders support teacher effectiveness to improve student achievement?

Module Questions

- What can I personally do to advance effective technology integration in my school or district?
- What leadership behaviors can I exhibit in the short-, medium-, and long-range time frames?

Module Objectives

In this module, you:

- Examine the Action Plan Template
- Discuss components of an effective Action Plan
- Begin construction of your Action Plan

Tools

- Action Plan Template
- Resource CD

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Activity 1: Creating Your Action Plan

In this activity, you create an Action Plan that helps you proactively plan specific actions you can take to promote and encourage technology integration that will improve teaching and learning. The Action Plan Template serves as a framework for your thinking and decision making. Sample Action Plan Ideas and Sample Action Plans are available to assist you in generating ideas and steps you will take to begin developing your plan based on your specific needs.

Step 1: Examining the Action Plan Template

Consider how you will support technology integration over time, and how you will align your actions with national leadership standards. Then, review the Action Plan Template. Notice in the template that each of the ISTE NETS-A standards is referenced on the left, and three time frames to consider are shown across the top.

STANDARD	Short Range	Medium Range	Long Range
I. Visionary Leadership			
II. Digital Age Learning Culture			
III. Excellence in Professional Practice			
IV. Systematic Improvement			
V. Digital Citizenship			

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Given your local area’s success and progress, consider and discuss the following questions after you review the template:

- 1. What is your school’s or district’s technology focus?
- 2. What are your priority areas for your school’s or district’s technology integration?
- 3. What specific areas will be the focus for your school’s or district’s technology professional development?
- 4. What do you need to consider regarding equitable access when identifying short-, medium-, and long-range goals?

Whatever your particular needs—for yourself, your school, or your district—you are more likely to successfully address your priorities if you have a plan.

Sample Action Plan Ideas

Throughout the forum, you access, review, and explore many resources that can assist you in effectively leveraging technology integration in your school or district. As you begin to develop your action items specific to your goals, reference the resources in your plan that will assist you in reaching your goals. The following Sample Action Plan Ideas are designed as suggestions and thought-provokers. Each could have a short-, medium-, and long-range component, depending on where you and your school or district fall on the continuum specific to the goal.

- Think through and document your personal thoughts on why your school or district needs technology integrated with instruction, and then share with your staff.
- Inventory all of your technology equipment (such as desktops, notebooks, handhelds, digital cameras, projection devices, and so on, including memory, processor speed, pixels, and other specifications) by grade, room, teacher, and building to help strategically upgrade as resources become available.

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- Work with the board, community members, unions, and media to increase support for staff development time dedicated to technology integration for instruction.
- Work with the technology committee to find ways to help teachers electronically access your curriculum so they are better able to link units and lesson plans to the specific benchmarks and standards targeted in your school's improvement plan.
- Help your teachers set up e-mail distribution lists for various purposes, targeting teacher communication with parents about curriculum (such as an academic e-newsletter from each teacher).
- Give students experience writing for a real audience, and use your school or district Web site to post student publications. The submissions could be screened by a committee of parents and teachers via e-mail collaboration.
- Find a way for your teachers to use handheld devices to assess individual student progress along your curricular continuum.
- Set up some "tech fair" time at staff meetings, or even an entire meeting, for teachers to share what works with their students regarding the use of technology.
- Have junior and senior level students review the Acceptable Use Policy (AUP), filtering software, and First Amendment language, and then report their findings to the technology department.
- Model the effective use of e-mail to your staff so face time at meetings can be spent more substantively. Be explicit in asking teachers how they can use this technique in their instruction with students.
- Work on a board policy supporting each of your district-wide curriculum committees, including a component in their planning that addresses technology to assist teachers in delivering and assessing instruction.
- Begin building an electronic (web-based) reference site or database created for teachers, by teachers, which includes annotated Web sites that support instruction. For example, present to teachers a list of three web-based calculator sites with an explanation of their strengths and weaknesses.
- Budget money for teacher team visits to other districts that emphasize technology integration. Work with these teachers to merge new ideas into your technology strategic plan.
- Use web-based task tracking to support school or district improvement and accreditation efforts.
- Work with the technical support team to determine technical needs for implementing Web 2.0 tools into the classroom. Get suggestions on which tools are appropriate for teachers and students based on security, purpose, accessibility, and ease of use.
- Work with the technology committee to design a staff development plan for introducing Web 2.0 tools to teachers.
- Model the use of Web 2.0 tools with your staff to show the power of tools (staff meetings; committee work; communication with students, parents, and community; and so forth).

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- Promote the use of Web 2.0 tools by using tools to communicate with your staff, students, parents, and community.
- Encourage and support teachers’ and students’ use of Web 2.0 tools in the classroom.
- Include a new instructional technology innovation story detailing teacher efforts in each parent or community newsletter (weekly or monthly).

Note: To view completed Action Plans, see Appendix C.03 and Appendix C.04.

Step 2: Planning Effectively

When creating your Action Plan, identify concrete action items and achievable goals. The following list contains additional elements to consider when creating an effective, manageable Action Plan:

- **Intentionality:** Are the action items possible and can you carry out the plan based on the identified needs?
- **Meaning:** Do the action items have strong personal and school or district organizational meaning?
- **Resources needed:** Considering the available resources in your school or district, are the action items realistically achievable?
- **People to contact or engage:** Are all key stakeholders included in your Action Plan items?
- **Reasonable time frame:** Is the timetable realistic for achieving each action item listed in your plan?
- **Policy implications:** Do the Action Plan items align to existing policies or do barriers exist that may cause delays in achieving short-, medium-, or long-range goals?
- **Competing initiatives:** What are your goals and is your plan effective? What competing initiatives have you considered in relation to the project and tasks identified?
- **Substance of other initiatives:** Can you leverage existing or future initiatives to better serve multiple projects?

Use the lines below to record any considerations in your school or district that may affect your Action Plan. Also, note other ideas you gathered from your individual ranking, NETS-A exploration, NETS-A Essential Conditions Template, and group discussions. Be prepared to share with the group.

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Step 3: Developing Your Action Plan

Consider your prioritization of leadership behaviors, exploration of ISTE NETS-A standards, and discussions with peers. With these considerations in mind, begin constructing your Action Plan using the template provided. You have time to begin work on your Action Plan. Remember to be concrete and realistic about what you can personally accomplish. The Action Plan Template and ISTE NETS-A are available electronically in the *Forum Tools* folder of the Resource CD.



Activity 2: Sharing Your Action Plan

Step 1: Thinking Through Your Action Plan

Think about the process you went through to create your Action Plan. Use the lines below to note any thoughts you may want to share with your partner or group.

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Step 2: Participating in a Pair and Share



With a partner, provide feedback about each other’s Action Plan. Focus your discussion and feedback on the following prompts:

1. What challenges might you face when you implement your plan?

2. How do you plan to involve key stakeholders and bring them on board?

3. What are the immediate actions you will take toward implementing your plan?

4. What will you do personally to advance effective technology integration in your school or district?

Activity 3: Concluding the Forum

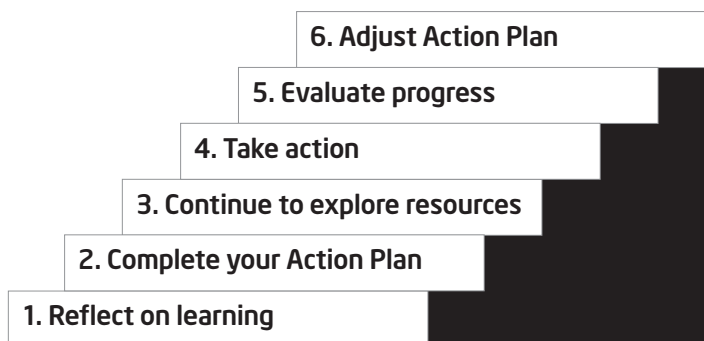
The Leadership Forum focuses on how you, as an educational leader, can promote and support effective technology integration. The ideas shared and lessons learned can help you support teachers by promoting technology integration in classrooms, which can ultimately lead to improved student achievement.

How can educational leaders support teacher effectiveness to improve student achievement?

Step 1: Focusing on Next Steps

As you continue to work on your Action Plan, consider your goals that are immediately attainable and how you can achieve them. Remember that your Action Plan must be based on realistic expectations of what can be accomplished in the short-, medium-, and long-range time frames. When your Action Plan is complete, you are ready to implement your plan school- or district-wide.

While implementing your plan, continuously evaluate your progress and adjust your plan accordingly. Use the resources provided in this forum, such as the *Visual Ranking Tool*, NETS-A, NETS-A Essential Conditions Template, Resource CD, and your peers to monitor your progress and adapt your plan.



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Step 2: Reflecting on Lessons Learned

Reflect on your forum experience and what you learned about your role in supporting and promoting technology integration. What are the next steps to support the integration of technology in your school or district? Use the lines below to record your thoughts and ideas.

Activity 4: Evaluating Your Forum Experience

In this activity, you take a survey to share your impressions, ideas for improvement, and overall assessment of the Intel® Teach Leadership Forum. Please help us by completing an online evaluation of the forum.

Completing the Online Evaluation

The purpose of the evaluation is to monitor the overall quality of the Leadership Forum professional development. The evaluation is designed to collect information about your experience at the forum, and about how prepared you feel to promote and support effective technology integration in your school or district. This survey should take fewer than 15 minutes to complete. Participation is voluntary, and all questions are optional. We appreciate your time and value your input.



1. Participant Leaders go to:
<http://coursemanagement.intel.com/evals/evaluations.aspx>
2. Your Master Leader will provide the Instructor User ID and the Class ID that is required for access to the survey (you have 15 days after the forum ends to complete the online survey)
3. Complete the survey, and then click **Submit**.

Module 4 Summary

Develop an Action Plan as a framework for supporting technology integration. Review your short-, medium-, and long-range goals, and reflect on the critical roles you play in supporting effective technology integration into instruction.

Essential Question:

- How can educational leaders support teacher effectiveness to improve student achievement?

Key Points:

- An Action Plan includes short-, medium-, and long-range goals that are realistic and achievable.
- An Action Plan aligns to leadership standards and involves key stakeholders throughout the plan.
- An Action Plan includes available resources necessary to attain goals identified in the short-, medium-, and long-range time frames.
- Continuous reflection, evaluation of progress, and adjustments to your action items are important to your plan's overall success.

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Notes:

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