



**ITLS**

From the  
Office of Instructional Technology Services

Excerpts  
of the  
District  
Technology  
Plan

The following chart represents the process used to analyze the district technology needs that are addressed in the plan.

Needs Assessment Areas	Needs Assessment Focus	Components	Methods/Indicators
Process	Planning, Management, Collaboration	<ul style="list-style-type: none"> <li>•Meetings with Campus Tech Representatives and Campus Instructional Technologists</li> </ul>	<ul style="list-style-type: none"> <li>•On-site Observations</li> <li>•Formal/Informal Interviews</li> </ul>
	Implementation Evaluation	<ul style="list-style-type: none"> <li>•Activities</li> <li>•Alignment to State’s <i>Long Range Plan for Technology</i>, •<i>STaR Chart</i>, and •LoTi</li> </ul>	<ul style="list-style-type: none"> <li>•<i>Pre Intervention:</i></li> <li>-District StaR Chart</li> <li>-Campus StaR Chart</li> <li>-LOTI Questionnaire</li> <li>-TAGLIT</li> <li>•<i>Post Intervention:</i></li> <li>-LOTI Questionnaire</li> </ul>
	Professional Development	<ul style="list-style-type: none"> <li>•Curriculum</li> <li>•Technology Competency Plan</li> <li>•Methods of Instruction</li> <li>•Products and Activities</li> </ul>	<ul style="list-style-type: none"> <li>•Workshop evaluations</li> <li>•Formal/Informal interviews</li> <li>•On-Site Observations</li> <li>•Document Tracking</li> </ul>
Product	Impact on Teaching, Learning, and Administrative Tasks	<ul style="list-style-type: none"> <li>•Frequency of technology use</li> <li>•Incorporation of technology</li> <li>•Educator to workstation ratio</li> </ul>	<ul style="list-style-type: none"> <li>•Pre/Post Survey:</li> <li>-StaR Chart (Campus and Classroom)</li> <li>-LOTI Questionnaire</li> </ul>
<p>Student performance data (e.g. TAKS, TPRI), attitudinal measures, or other indicators will provide information on the long-term impact of the incorporation of technology in student learning and teaching.</p>			

- Previous to 2003 school year, professional development in regards to technology professional development has not been focused or aligned to SBEC Standards. As such, in spring 2004, the District chose to administer the Levels of Technology Implementation (LOTI) questionnaire, as well as provide training to unfunded campus technology representatives (who meet monthly), campus principals and instructional coordinators.

The Levels of Technology Implementation (LOTI) provides each teacher, administrator and library media specialist detailed assessment that will help guide professional development in San Antonio ISD. This assessment will be completed by end of spring, 2004. Based on the preliminary data from the LOTI currently being administered, is that 31% of educators are at Level 0 of the Levels of Technology Implementation (LOTI). Level 0 can be described as follows: Technology-based tools (e.g., computers) are either (1) completely unavailable in the classroom, (2) not easily accessible by the classroom teacher, or (3) there is a lack of time to pursue electronic technology implementation. Existing technology is predominately text based (e.g., ditto sheets, chalkboard, and overhead projector). This is a level lower than the Texas STaR Chart's Early Tech.

Only 17% are at the target technology level of progress in the Texas STaR Chart. This means that while the majority of campuses may claim that they are the "Developing Tech" level of progress, more detailed assessment shows that SAISD is in greater need for targeted professional development than indicated by the Texas STaR Chart data.

This need can be addressed through increased access to hardware, standardized software purchases, and a district-coordinated technology competency certification plan (TCCP). Unfortunately, the TCCP lacks the funding for completion incentives should the entire district participate.

**Goal 1: Strategies will be developed to evaluate the levels of technology use and integration by teachers, librarians, and other professional staff.**

**Objective 1.1:** 100% of teachers and campus administrators will complete a technology needs assessment.

**LRPT category:** Teaching and Learning

**NCLB Correlates:** N01, N02, N11

**E-Rate Correlates:** ER01, ER03, ER05

**Texas Long-Range Plan Correlates:** TL03, TL09, TL13, TL14, TL15, AS02, AS03, I01, I08, EP07, EP08, EP09, EP10

<i>Strategies</i>		<i>Evidence</i>	<i>Person(s) Responsible</i>	<i>Timeline</i>
1.1.1	Administer needs assessment that measures the Level of Technology Implementation (LOTI), addressing 3 domains for every teacher, librarian and campus administrator in SAISD.	Data reports for each campus and one report for the district Daily agendas Session evaluations Web Site – <a href="http://itls.saisd.net/loti">http://itls.saisd.net/loti</a>	Dir., Office of Instructional Technology Services	2004-2007
1.1.2	Implement Data-Driven Administrator Seminar for assistant principals to help them assess technology integration in the classroom.	Web Site - <a href="http://itls.saisd.net/admin/ddas">http://itls.saisd.net/admin/ddas</a> Geometric Reflection Focus Group LOTI Rubric on Web Site	Dir., Office of Instructional Technology Services	2004-2007
1.1.3	Implement Data-Driven Administrator Seminar for principals to help them assess technology integration in the classroom.	Web Site - <a href="http://itls.saisd.net/admin/ddas">http://itls.saisd.net/admin/ddas</a> Geometric Reflection Focus Group	Dir., Office of Instructional Technology Services	2004-2007
1.1.4	Design and implement Technology Literacy Institute in line with SBEC Standards, including online competency assessments.	Available online competency assessments on the ITS web site Web – <a href="http://itls.saisd.net/tli">http://itls.saisd.net/tli</a>	Dir., Office of Instructional Technology Services	2004-2007
1.1.5	Facilitate campuses updating the Texas Campus STAR Chart as well as the classroom level StaR Chart.	Availability of the survey via the web Weekly Memo to principals <a href="http://itls.saisd.net/ctr">http://itls.saisd.net/ctr</a>	Dir., Office of Instructional Technology Services	2004-2007
1.1.6	Implement Data-Driven Administrator Seminar (DDAS) Palm handheld computer initiative for assistant principals to appraise professional staff, do instructional walk-throughs, and quickly access student attendance data.	Purchase of mVal:PDAS and ePrincipal software Records of attendance Testimonials regarding use. <a href="http://itls.saisd.net/admin/ddas">http://itls.saisd.net/admin/ddas</a>		

**Goal 2: Teachers and professional support staff will have the opportunity to participate in staff development.**

**Objective 2.1:** 100% of campus teachers and professional support staff will have the opportunity to participate in professional development available in SAISD

**LRPT category:** Educator Preparation and Development

**NCLB Correlates:** N01, N03, N04a, N04b

**E-Rate Correlates:** ER02

**Texas Long-Range Plan Correlates:** TL11, EP07, TL21, TL19, EP11, EP12,EP14, AS01, AS05, I09, EP03, TL03

<i>Strategies</i>		<i>Evidence</i>	<i>Person(s) Responsible</i>	<i>Timeline</i>
2.1.1	Develop a calendar for campus staff professional development and make it available via the Web.	Implementation Plan Calendar ( <a href="http://itls.saisd.net/pdp">http://itls.saisd.net/pdp</a> ) Reports on participation to principals regarding staff development completed.	Dir., Office of Instructional Technology Services	2004-2007
2.1.2	Maintain ITS website for communication, program awareness, information dissemination and to support online, web-based curriculum modules providing anytime, anywhere access to professional development resources.	Usage survey Hit counter Analysis Web Site – Technology Literacy Institute’s online tutorials ( <a href="http://itls.saisd.net/tli">http://itls.saisd.net/tli</a> )	Dir., Office of Instructional Technology Services	2004-2007
2.1.3	Maintain and refine a district-wide professional development tracking, web-based and database system to maximize training opportunities for staff.	Web Site – Professional Development Planner ( <a href="http://itls.saisd.net/pdp">http://itls.saisd.net/pdp</a> )	Dir., Office of Instructional Technology Services	2004-2007
2.1.4	Work with campus administrators to update the list of campus technology representatives to provide monthly representation and campus staff development from each school in the district.	Resources will be available via the ITS web site Campus Instructional Technologist or Campus Technology Representative at every campus monthly meeting agendas. ( <a href="http://itls.saisd.net/ctr">http://itls.saisd.net/ctr</a> )	Dir., Office of Instructional Technology Services	2004-2007
2.1.5	Develop and implement a professional development plan aligned to SBEC Technology Competencies for Teachers (I-V), the Levels of Technology Implementation.	Professional Development Plan Web Site -Professional Development Planner ( <a href="http://itls.saisd.net/pdp">http://itls.saisd.net/pdp</a> )	Dir., Office of Instructional Technology Services	2004-2007
2.1.6	Provide professional development for Non-Public Schools within the District boundaries that is the same	Professional Development Plan Professional Development Planner	Dir., Office of Instructional	2004-2007

	or equitable to that provided to District staff.	Collaboration with Federal Programs	Technology Services	
2.1.7	Establish campus instructional technologists (CITs) as funding and availability of candidates permits.	Web – <a href="http://itls.saisd.net/cit">http://itls.saisd.net/cit</a>	Dir., Office of Instructional Technology Services	2004-2007

<p><b>Objective 2.2:</b> 100% of teacher will have access to online learning resources and tutorials to enhance their professional development.  <b>LRPT category:</b> Administration and Support Services  <b>NCLB Correlates:</b> N01, N03, N04a, N04b, N12  <b>E-Rate Correlates:</b> ER02  <b>Texas Long-Range Plan Correlates:</b> TL19, TL20, TL21, EP11, EP12, AS01, AS05, I09</p>				
<i>Strategies</i>		<i>Evidence</i>	<i>Person(s) Responsible</i>	<i>Timeline</i>
2.2.1	Maintain ITS web site for communication, program awareness, and information dissemination and to support online, web-based curriculum modules providing anytime, anywhere access to professional development and online registration.	Usage survey Hit counter Analysis Professional Development Planner Web Site- <a href="http://itls.saisd.net/pdp">http://itls.saisd.net/pdp</a>	Dir., Office of Instructional Technology Services	2004-2007
2.2.2	Continue to publish a monthly eNewsletter that spotlights innovative integration of technology into the curriculum, as well as information literacy and problem-solving for staff.	Web Site	Dir., Office of Instructional Technology Services	2004-2007
2.2.3	Provide Technology Integration Academies (TIA) that are research-based and provide participants with innovative tools, instructional models, and resources.	Available via the ITS web site	Dir., Office of Instructional Technology Services	2004-2007
2.2.4	Maintain ITS website for communication, program awareness, information dissemination and to support online, web-based curriculum modules providing anytime, anywhere access to professional development resources.	Usage survey Hit counter Analysis Web Site – Technology Literacy Institute’s online tutorials ( <a href="http://itls.saisd.net/tli">http://itls.saisd.net/tli</a> )	Dir., Office of Instructional Technology Services	2004-2007
2.2.5	Establish a video library with examples that model technology integration at appropriate level of technology implementation.	Web Site – <a href="http://itls.saisd.net/loti">http://itls.saisd.net/loti</a>		

**Goal 3: Documentation will be kept on students' level of technology use / integration and TEKS mastery.**

**Objective 3.1:** Teachers will document student progress and technology use/implementation through course grades and project evaluations.

**LRPT category:** Administration and Support Services

**NCLB Correlates:** N11

**E-Rate Correlates:**

**Texas Long-Range Plan Correlates:** TL02, TL07, TL08, EP05, EP06, EP13, I08, EP07, TL11, TL12, TL01, TL06, TL18, EP12

<i>Strategies</i>		<i>Evidence</i>	<i>Person(s) Responsible</i>	<i>Timeline</i>
3.1.1	Enable the students, teachers, and administrators of SAISD to effectively integrate technology into the teaching and learning in the District.	Professional Development Plan LOTI Annual Assessment StaR Chart Assessment Professional Development Catalog	Dir., Office of Instructional Technology Services	2004-2007
3.1.2	Create a plan to evaluate, select and implement a district-wide electronic grade book and attendance tracking system and develop a calendar for campus staff training.	Plan and calendar	Dir., Office of Instructional Technology Services	2004-2005
3.1.3	Continue to develop Middle School Technology Applications: Texas Essential Knowledge and Skills (TA:TEKS) 1 semester course curriculum that reflects a project-based approach using core-curriculum.	MS TA:TEKS curriculum Web Site	Dir., Office of Instructional Technology Services	2004-2007
3.1.4	Implement Middle School Technology Applications: Texas Essential Knowledge and Skills (TA: TEKS) 1 semester course curriculum that reflects a project-based approach to information problem-solving and technology literacy using core-curriculum.	MS TA:TEKS curriculum	Dir., Office of Instructional Technology Services	2004-2007
3.1.5	Continue to model use of information problem-solving approach known as the Big6 as a way to help teachers develop activities at LOTI Level 3 and above.	Workshop sessions available – <a href="http://itls.saisd.net/pdp">http://itls.saisd.net/pdp</a> Technology Integration Academies – <a href="http://itls.saisd.net/tia">http://itls.saisd.net/tia</a> Middle School Technology Applications: TEKS ( <a href="http://itls.saisd.net/tateks">http://itls.saisd.net/tateks</a> )	Dir., Office of Instructional Technology Services Dir., Office of Library Media Services	2004-2007
3.1.6	Develop a TA: TEKS-based K-12 database of lesson activities that are integrated into the District's scope	Available via the ITS web site Available in the District's Curriculum	Dir., Office of Instructional	2004-2007

	and sequence, and made available via the District's Curriculum Management System.	Management System	Technology Services	
3.1.7	Develop and implement a TA:TEKS scope and sequence to facilitate the development of technology-enhanced lessons.	ITS Web Site:TA:TEKS curriculum	Dir., Office of Instructional Technology Services	2004-2007
3.1.8	Develop and implement a K-5 technology-infused curriculum matched to Target Technology Level in LOTI and StaR Chart in collaboration with Curriculum and Instruction Department	Planning documents	Dir., Office of Instructional Technology Services	2004-2007
3.1.9	Provide evaluation of instructional activities within the Levels of Technology Implementation (LOTI) framework prior to placement in the District's Curriculum Management System (CMS).	Curriculum Management System modifications	Dir., Office of Instructional Technology Services	2004-2007
3.1.10	Develop a grade 9-12 scope and sequence with corresponding curriculum for Technology Applications courses.	Webmastering Scope and Sequence Desktop Publishing Scope and Sequence Web – <a href="http://itls.saisd.net/tateks">http://itls.saisd.net/tateks</a>	Dir., Office of Instructional Technology Services	2004-2007

**Objective 3.2:** 100% of teachers will have access to an online grade book and attendance tracking system.

**LRPT category:** Administration and Support Services

**NCLB Correlates:** N11, N12

**E-Rate Correlates:**

**Texas Long-Range Plan Correlates:** TL11, EP07

<i>Strategies</i>		<i>Evidence</i>	<i>Person(s) Responsible</i>	<i>Timeline</i>
3.2.1	Create a plan to evaluate, select and implement a district-wide electronic grade book and attendance tracking system and develop a calendar for campus staff training.	Implementation Plan and calendar	Dir., Office of Instructional Technology Services	2004-2007

<b>Goal 4: Online resources and innovative curriculum will be available for students, parents and teachers.</b>				
<b>Objective 4.1:</b> 100% of teachers and students will have access to online resources that support curriculum and the TA:TEKS <b>LRPT category:</b> Teaching and Learning <b>NCLB Correlates:</b> N12, N07, N08 <b>E-Rate Correlates:</b> <b>Texas Long-Range Plan Correlates:</b> TL02, TL07, EP04, EP05, EP13, I08, TL05, TL16, T117, TL18, TL01, EP12, TL06				
<i>Strategies</i>		<i>Evidence</i>	<i>Person(s) Responsible</i>	<i>Timeline</i>
4.1.1	Enable the students, teachers, and administrators of SAISD to effectively integrate technology into the teaching and learning in the District.	Vision 2005 District Plan Web Site – <a href="http://itls.saisd.net/tli">http://itls.saisd.net/tli</a>	Dir., Office of Instructional Technology Services	2004-2007
4.1.2	Use digital video distribution system appropriately to enhance learning so as to change the learning process, allowing for greater levels of inquiry, analysis, interest and collaboration, creativity, content production and student achievement.	Implementation Plan Web Site Calendar	Dir., Office of Instructional Technology Services Dir., Office of Library Media Services	2004-2007
4.1.3	Implement TA: TEKS 1 semester course curriculum that reflects a project-based approach to information problem-solving and technology literacy using core-curriculum.	MS TA:TEKS curriculum Web Site	Dir., Office of Instructional Technology Services	2004-2007
4.1.4	Continue to model use of information problem-solving approach known as the Big6 as a way to help teachers develop activities at LOTI Level 3 and above.	Workshop sessions available – <a href="http://itls.saisd.net/pdp">http://itls.saisd.net/pdp</a> Technology Integration Academies – <a href="http://itls.saisd.net/tia">http://itls.saisd.net/tia</a> Middle School Technology Applications: TEKS ( <a href="http://itls.saisd.net/tateks">http://itls.saisd.net/tateks</a> )	Dir., Office of Instructional Technology Services	2004-2005
4.1.5	Develop a TA:TEKS-based K-12 database of lesson activities that are integrated into the District's scope and sequence, and made available via the District's Curriculum Management System.	Available via the ITS web site Available in the District's Curriculum Management System	Dir., Office of Instructional Technology Services	2004-2007
<b>Objective 4.2:</b> 100% of teachers and students will have access to streaming digital media that supports the curriculum <b>LRPT category:</b> Teaching and Learning <b>NCLB Correlates:</b> N07, N08, N12				

<b>E-Rate Correlates:</b>				
<b>Texas Long-Range Plan Correlates:</b> TL05, TL16, TL17, TL18, EP04, EP11, TL06, I01				
<i>Strategies</i>		<i>Evidence</i>	<i>Person(s) Responsible</i>	<i>Timeline</i>
4.2.1	Use digital video distribution system appropriately to enhance learning so as to change the learning process, allowing for greater levels of inquiry, analysis, interest and collaboration, creativity, content production and student achievement.	Usage feedback Form	Dir., Office of Instructional Technology Services	2004-2005
4.2.2	Maintain ITS web site components that incorporate digital video/audio that show staff modeling best teaching and learning practices.	Usage feedback Form/ Hit Counter	Dir., Office of Instructional Technology Services	2004-2005

<b>Objective 4.3:</b> 100% of parent liaisons will learn how technology is used to support teaching, learning and leadership.				
<b>LRPT category:</b> Teaching and Learning				
<b>NCLB Correlates:</b> N09, N10				
<b>E-Rate Correlates:</b>				
<b>Texas Long-Range Plan Correlates:</b> TL05, TL16, TL17, TL18, EP04, EP11, TL06, N07, N08, N12, I01				
<i>Strategies</i>		<i>Evidence</i>	<i>Person(s) Responsible</i>	<i>Timeline</i>
4.3.1	Maintain ITS web site components that incorporate digital video/audio that show staff modeling best teaching and learning practices.	Parent Liaison Pamphlet Web – <a href="http://itls.saisd.net/parents">http://itls.saisd.net/parents</a>	Dir., Office of Instructional Technology Services	2004-2005
4.3.2	Work in collaboration with Area Superintendent staff to facilitate literacy through technology.	Parent Liaison Pamphlet Web – <a href="http://itls.saisd.net/parents">http://itls.saisd.net/parents</a>	Dir., Office of Instructional Technology Services	2004-2005
4.3.3	Host an annual Gifted & Talented with Technology Student Product Fair to bring awareness to the district and community on how technology is being integrated in various content areas and how it is impacting student achievement. The fair will provide a way for schools to showcase their innovative uses of technology, as well as to see the projects that have been developed by fellow staff and students across the District.	Web – <a href="http://itls.saisd.net/techfair">http://itls.saisd.net/techfair</a> Approximately 1200 in attendance during the 2002-2004 Technology Student Product Fair.	Dir., Office of Instructional Technology Services	2004-2005
4.3.4	Provide weekly parent classes at campuses with full or part-time Campus Instructional Technologists (CITs).	Web – <a href="http://itls.saisd.net/cit">http://itls.saisd.net/cit</a>		

### **Evaluation Process**

The purpose of the evaluation is to establish a baseline set of data. The data will be used to align professional development, classroom instructional practices with mandates for ensuring quality, research-based professional development. The evaluation plan incorporates both quantitative and qualitative data to provide a comprehensive and balanced record of project implementation and of the impact of the use and incorporation of technology in teaching, learning, and administrative tasks. These interventions will be measured against established benchmarks, and the reevaluation will be performed on an annual basis through the use of the LOTI. Findings will be posted on the web site, shared with principals at Summer Summit conferences, and publicized at Campus Technology Representative Meetings.

The following accountability methods and measures that will be used to evaluate the extent to which activities are effective in:

- Integrating technology into curriculum and instruction; the STaR Chart and LOTI will be used for this, as will observational frameworks.
- Increasing the ability to teachers to teach.
- Enabling students to read challenging state academic standards.
- Acquiring and deploying technology and telecommunication services.
- Meeting timelines for implementation.

The SAISD Evaluation Process facilitators will conduct the evaluation and report the findings of the project components using formative (ongoing) and summative (project impact) evaluation methods using indicators adapted from recognized sources.

Benchmarks record and monitor the project's progress:

- Pre-Intervention survey sets baseline
- Post-Intervention survey measures outcomes and identifies areas of need
- Professional development evaluations record the quality, type, and degree of professional development
- Participants' electronic portfolios provide rich information regarding the change in the level of use and incorporation of technology
- On-site observations provide ongoing monitoring of plan implementation
- Formal and informal interviews or focus groups of stakeholders and participants measure specific intervention impact.

This plan will be revised on an annual basis as needed but not less than once every three years.

## 5.2 Evaluation Methods

Data collection and analysis will occur in three areas: a) Process evaluation; b) Product evaluation; and c) Monitoring or formative evaluation to provide technical assistance and guidance for adjustments or revisions of plan strategies. The following table highlights the key features of the evaluation strategy. Plan components will be evaluated to determine the quality, type and degree/level of each component using a balance of structured and open-ended responses. The methods/indicators may include but not be limited to those listed in the following table:

<b>Evaluation Areas</b>	<b>Evaluation Focus</b>	<b>Components</b>	<b>Methods/Indicators</b>
Process Evaluation (quality, type, and degree)	Planning, Management, Collaboration	<ul style="list-style-type: none"> <li>•Meetings with Campus Tech Representatives and Campus Instructional Technologists</li> </ul>	<ul style="list-style-type: none"> <li>•On-site Observations</li> <li>•Formal/Informal Interviews</li> </ul>
	Implementation Evaluation	<ul style="list-style-type: none"> <li>•Activities</li> <li>•Alignment to State’s <i>Long Range Plan for Technology</i>,</li> <li>•<i>STaR Chart</i>, and •LoTi</li> </ul>	<ul style="list-style-type: none"> <li>•<i>Pre Intervention:</i></li> <li>-District StaR Chart</li> <li>-Campus StaR Chart</li> <li>-LOTI Questionnaire</li> <li>-TAGLIT</li> <li>•<i>Post Intervention:</i></li> <li>-LOTI Questionnaire</li> </ul>
	Professional Development	<ul style="list-style-type: none"> <li>•Curriculum</li> <li>•Technology Competency Plan</li> <li>•Methods of Instruction</li> <li>•Products and Activities</li> </ul>	<ul style="list-style-type: none"> <li>•Workshop evaluations</li> <li>•Formal/Informal interviews</li> <li>•On-Site Observations</li> <li>•Document Tracking</li> </ul>
Product Evaluation (use and impact)	Impact on Teaching, Learning, and Administrative Tasks	<ul style="list-style-type: none"> <li>•Frequency of technology use</li> <li>•Incorporation of technology</li> <li>•Educator to workstation ratio</li> </ul>	<ul style="list-style-type: none"> <li>•Pre/Post Survey:</li> <li>-StaR Chart (Campus and Classroom)</li> <li>-LOTI Questionnaire</li> </ul>

Student performance data (e.g. TAKS, TPRI), attitudinal measures, or other indicators will provide information on the long-term impact of the incorporation of technology in student learning and teaching.