



San Antonio Independent School District

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Accountability, Technology, MIS, and Food & Child Nutrition Services

TO: Campus Principals

FROM: Robert Alfaro, Sr., Associate Superintendent
Accountability, Technology, MIS, & Food and Child Nutrition
Services

SUBJECT: Electronic, Paperless Needs Assessment

DATE: January 12, 2004

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Part of our Vision 2005 technology initiative calls for technology integration and professional development for administrators, teachers, librarians, and professional instructional support staff. Vision 2005 specifically refers to “a comprehensive needs assessment process” that will allow “teachers and administrator to seamlessly integrate technology into their daily operations.” Without this needs assessment process, SAISD will also find it increasingly difficult to develop professional development in the fundamental literacies required by *No Child Left Behind* – information and technology literacy. Both literacies are required by the 1) State Board of Educator Certification (SBEC), 2) the Texas Long Range Plan for Technology, and 3) *No Child Left Behind* (NCLB).

District and campus level assessments were completed in the 2002-2003 school year, highlighting the need for professional development tailored to specific educator needs. An *electronic, paperless* needs assessment instrument that assesses the level of technology implementation (LoTI) will be implemented during the Spring of 2004. It is important to note that this needs assessment *may not be used for PDAS appraisal purposes*. Only aggregated results will be available to principals, although teachers will be able to see their individual assessment totals.

The aggregated data of the assessment will be included in the SAISD Long Range Plan for Technology. This plan will be submitted to the State of Texas in compliance with its needs assessment requirements, and required for eRate funding critical to District initiatives. Then, results of the assessment will be shared with teachers, and aggregated at both the campus and district level through meetings with area superintendents, principals, and CICs/CITs. The LoTI will be repeated in Spring 2005 to assess the effects of targeted professional development.

The Levels of Technology Implementation (LoTI) Survey is a consistent set of measures that accurately reflect the progressive nature of teaching with technology. The LoTI survey has been employed nationally and internationally to assess tens of thousands of classroom teachers’ level of technology implementation. Completing the questionnaire will enable your school to make better choices regarding staff development and future technology purchases. It will also enable the District to respond to questions “What impact is technology having on student academic achievement? How has technology funding for professional development changed teaching practices?”

So as to ensure smooth implementation, some suggestions have been made after discussion with Consultation. You are urged to put the following suggestions into practice:

- The administration window for needs assessment is February 10th through April 16th. The needs assessment will be available on <http://itls.saisd.net/loti>
- Administer the needs assessment during Faculty Meeting time. It is a 15-20 minutes survey.
- Since this needs assessment only takes 15-20 minutes to complete, and requires a computer per teacher consider using computer stations in your computer lab(s) and library. The needs assessment can also be taken from any computer – on or off campus – with high-speed Internet access.
- Encourage those uncomfortable with using technology to pair up with staff who are more comfortable. While each will take the assessment individually, they can also lend a helping hand.
- Rely on campus technology representatives and campus instructional technologists (CITs) to facilitate all professional instructional staff to take the online assessment. Also be aware that you can rely on the Office

of Instructional Technology Services staff. You can reach your contact by calling 527-1400 or sending an email to one of the following individuals:

Area 1: Jim Baldoni (jbaldoni@saisd.net) and Lacey Gosch (lgosch@saisd.net)

Area 2: Claude Ascolese (cascolese@saisd.net) and Greg Rodriguez (grodriguez4@saisd.net)

Area 3: Sylvia Martinez (smartinez@saisd.net) and Tonya Mills (tmills@saisd.net)

Should you have any questions, please contact Miguel Guhlin in the Office of Instructional Technology Services at 527-1400.