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| --- | --- | --- | --- |
| STS:       | STS Coordinator:       | School:       | Date:       |

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| WALK-THROUGH & MID-YEAR CONFERENCEWITH STS COORDINATOR*School Technology Specialist* | No | Somewhat | Yes, effectively | Extraordinary | COMMENTS |
| PLAN |
| 1. **Share the vision and goals for technology integration and describe your participation in their creation.** (P.1)

*(Discuss your vision of where you see technology going in this school. What roadblocks do you see? How can I help? How do you promote the technology vision and goals to faculty and staff? Give specific examples. Share your technology inventory with me and discuss where this school is in the technology integration process relative to where you would like to be, given the school’s vision and goals for technology. Give specific examples. Note sources such as technology plan, vision, and goals; technology inventory and software lists; and other data reviewed.)* |       |
| 1. The STS is involved in development of the school’s vision and goals for technology integration. (P.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. The STS promotes the technology vision and goals to faculty and staff. (P.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. The STS plays an integral role in the forward implementation of the technology vision and goals in this school. (P.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. **All school technology is updated and in use (in classrooms, labs, and offices)** (P.2)
 |       |
| 1. The STS keeps an up-to-date technology inventory. (P.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. The STS uses data to make decisions and plans for technology acquisition and upgrades. (P.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. The STS purchases technology and upgrades aligned with school vision and goals. (P.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| TEACH & TRAIN |
| 1. **What types of professional development are/have you provided for the school’s staff this year?** (T.2)

*(How do you use data in selecting and planning professional development for school staff? How do you follow-up after training to ensure that educators are able to adequately implement use of technology and/or new skills? Have you had to make any adjustments to trainings based on staff feedback? If so, what did you do? Note sources such as professional development plan or calendar, attendance rolls of recent trainings, technology proficiency checklist, and other data as appropriate.)* |       |
| 1. The STS uses data to select and plan professional development. (T.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. The STS is involved in training staff in the use of technology to enhance learning. (T.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. The STS provides professional development to individuals, small groups, and large groups. (T.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. The STS implements follow up procedures to ensure staff can implement technologies discussed in training. (T.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. The STS makes adjustments to professional development according to staff feedback as needed. (T.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. The STS provides training for staff in using technology to increase productivity. (T.3)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| CHECK  |
| 1. **Describe your plan to regularly meet with your administrator to review the technology plan.** (C.1)

*(Review your last meeting with your administrator.)* |       |
| 1. The STS meets regularly with the building administrator to evaluate and continuously improve technology integration process. (C.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. **Discuss work order requests and completion.** (C.3)

*(How do you prioritize tasks? How do you handle situations when you might need help? Note work order requests and completion dates, average wait time for work order completion, and other data shared.)* |       |
| 1. The STS plans, prioritizes, and balances work tasks to address technology needs in a timely manner. (C.3)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. The STS frequently communicates the status of work orders. (C.3)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. **Work orders are completed in a timely and equitable manner (work order requests, completion dates, wait time)** (C.3)
 |       |
| PROFESSIONALISM  |
| 1. **District procedures are being followed with respect to use of school technology equipment (in classrooms, labs, and offices)** (PRO.5)
 |       |
| 1. General comments:
 |       |