

PROFESSIONAL DEVELOPMENT

The goal of Professional Development in the Three Village Central School District is to ensure that students are actively engaged in all aspects of their education. This will be accomplished through an ongoing program of staff development.

The comprehensive professional development system is designed to generate three kinds of efforts:

- **INDIVIDUAL**
 - Each practitioner will be regularly involved in the integration of technology into the curriculum.
- **BUILDING**
 - The results of student performance by building will continue to improve based on the professional development program that is tailored to the needs of that unique staff.
- **DISTRICT**
 - The district will ensure that all students receive equal educational opportunities.

The Three Village Professional Development Plan for 2005-08 includes a separate technology strand.

Specific technology areas include:

- Infinite Campus 2006
- Mobile Technology (Wireless) and Remote Network Access Training via CITRIX MetaFile XP
- Curriculum Integration of Microsoft Office Tools
- District resources including Blackboard and School Island.
- Instructional software supporting the Essentials of Learning
- Curriculum writing and training for teachers of the new Computer and Career Essentials course at the junior high schools.
- Library/Information Center Online Resources obtained through ES BOCES School Library System. Additionally, practitioners have access to NOVEL, a statewide virtual library provided free to the public by the New York State Library.

It is important to note here that in addition to a separate technology strand, professional development activities span all areas of teaching and learning and can easily be integrated into developing technology units and lessons. We believe it is important *not* to isolate technology as a separate area, rather to include it as part of an encompassing, comprehensive approach to professional development.

PROFESSIONAL DEVELOPMENT INDICATORS:

- Staff will be able to use the instructional software that is available on the network and the internet to improve student learning both within the school and without.
- Staff will have the capacity for communication through e-mail.
- Teachers will use student management software to record daily and period by period attendance, enter grading information and access student information.
- Teachers will be able to use electronic grade book provided by Infinite Campus.
- Elementary teachers will use district software to prepare trimester report cards.

- New teacher orientation will include an overview and introduction to the district's technology resources.
- Teachers will be able to use technology as an integral component of instruction in every classroom.
- Teachers will be able to communicate with students using anytime, anyplace learning via an online learning environment.
- Teachers will be able to use interactive, web-based, multi-media instructional tools.
- Teachers will be able to teach students how to effectively and responsibly use the resources available on the district network, Internet, and the resources in the School Library System.
- Teachers will model ethical usage of all software, the Three Village network, and the Internet.

SELECT PROFESSIONAL DEVELOPMENT ACTIVITIES (2005-2008)

Topic/Workshop	Persons Responsible	Rationale
New Teacher Orientation	K. Welch/ J. Fargione	All new teachers receive technology information. Elem. teachers receive training and feel confident in the use of electronic report card maker. Support for new teachers is ongoing.
Infinite Campus Student Management System	K. Welch/ J. Fargione District Core Team	All staff trained in the use of Infinite Campus. All staff will access Infinite Campus for attendance and student information.
Student Course Selection- Infinite Campus	K. Welch/ J. Fargione District Core Team	Secondary students will select courses for the following school year using Infinite Campus.
Class Book- Infinite Campus	K. Welch/ J. Fargione District Core Team	All staff will have the opportunity to use the electronic grade book through Infinite Campus.
Take Control computer lab software management	J. Fargione	Software that assists teachers and students in a lab setting to focus on instructional goals.
Pasco Probe Training	J. Fargione BOCES Model Schools	Teacher integration of technology and computer sampling will increase.
5 th Grade Proscope Training	J. Fargione BOCES Model Schools	5 th grade students will complete an observation experiment using the ProScope probes.
Differentiated Instruction in Global Languages Classrooms	Foreign Language Department	Improved learning environment for students with the addition of the high school global language lab.
Integration training on SmartBoard technology	In-house Staff	Improved student performance on assessment and Regents exams. Classroom observations reflecting use of SmartBoards.
I-Safe Training for all Information Specialists	Safe Trainer	Turnkey lessons for grades 2-11 on student internet safety.

School Island Online Classroom Learning Environment	J. Fargione BOCES Model Schools	Increased use of program by teachers and students.
Inclusive Classroom Training: Assistive Technology in Special Education Classes	District, BOCES consultants on strategies, or Pupil Personnel Services.	Improved communication and student performance.
CITRIX MetaFile XP	J. Fargione K. Welch	Increased use of teacher files by remote access.
<i>Many additional workshops and one-on-one work sessions are offered throughout the school year. This is a sample of the plans focus areas.</i>		

INSTRUCTIONAL STAFF TECHNOLOGY GOALS

The following goals for all instructional staff have been adopted by the district.

I. NOVICE LEVEL KNOWLEDGE AND SKILLS

Courses and workshops designed for the novice user will provide practical familiarity with computer operation, networked environments, electronic communication, WORD, PowerPoint and educational software.

GOALS:

Enable educators to:

- Use a computer to simplify tasks, enhance instruction, communicate electronically and locate information on the Internet.
- Use the district's networked environment to perform basic computer operations such as saving, opening, attaching and printing files.
- Be aware of digital resources and make appropriate choices about technology integration that are aligned with district and state standards.
- Understand and effectively use search engines, including advanced searches, to locate desired information.
- Create and use lessons that effectively integrate technology resources and are consistent with current best practices for integrating the learning of subject matter and Student Technology Competencies.
- Establish and implement classroom procedures that guide student's safe and ethical use of technology and are consistent with district policies that protect the privacy and security of student data and information.
- Use computer applications to manage attendance lists and report cards.

SUGGESTED APPLICATION PROGRAMS FOR THE NOVICE LEVEL

- Network Overview and District Policy
- Internet and Information Center Resources
- Posting Activities in Infinite Campus - Parent Portal
- Infinite Campus Gradebook
- Introduction to the Windows Environment
- Using E-mail for Communication
- Microsoft Power Point - Multimedia presentation
- Report Card Maker

II. PRACTITIONER LEVEL KNOWLEDGE AND SKILLS

Courses and workshops are designed to enable educators to move beyond the introductory level and apply technology to daily tasks.

GOALS:

Enable educators to:

- Correlate instructional software to district, state, and/or national standards and goals.
- Use and apply appropriate technology resources that enable students to engage in learning activities across subject/content areas.
- Critically evaluate software programs and Internet resources for their ability to improve the learning process.
- Locate or develop Internet-based learning exercises and projects and incorporate them into course curricula.
- Use a variety of technology hardware devices (overhead displays, large display monitors, microphones, scanners, digital cameras, *laptop computers*).
- Use computer applications for electronic grading.
- Recognize students' talents in the use of technology and provide them with opportunities to share their expertise with their teachers, peers, and others.
- Use technology resources to meet diverse learning needs and support student-centered, project-based learning.

SUGGESTED APPLICATIONS AND COURSES

Teachers continue integrating into the curriculum and their classroom:

- Advanced Features of Word
- Spreadsheets, Formulas and Charts using Excel
- Newsletters and Pamphlets using Publisher
- Front Page Web Pages
- Curriculum Related Software
- Gradebook – use of advance features
- Use of Webquests
- Multimedia and Animations

III. TECHNOLOGY INTEGRATOR LEVEL

Courses are designed to provide participants with opportunities to develop and design technology integrated projects that involve high-level critical thinking and problem-solving experiences.

GOALS:

Enable educators to:

- Plan and implement technology-based learning activities that promote student engagement in analysis, synthesis, interpretation, and creation of authentic products.

- Implement a variety of instructional technology strategies and grouping strategies (e.g., whole group, collaborative, individualized, and learner centered) that address diverse needs of learners.
- Use results from assessment measures (e.g., learner profiles, computer-based activities, electronic portfolios) to improve instructional planning, management, and implementation of learning strategies.
- Critically evaluate online sources and educational software.

SUGGESTED APPLICATIONS AND COURSES

Teachers continue integrating into the curriculum and their classroom:

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| <ul style="list-style-type: none"> ▪ Web Site Design ▪ Advanced, Interactive Multimedia ▪ Designing Interactive Software Projects & Webquests ▪ Interactive Whiteboards ▪ Remote Control, Student Guided Software Management programs | <ul style="list-style-type: none"> ▪ Electronic Portfolios ▪ Distance Learning/ Videoconferencing ▪ Emerging Technologies/ Digital Media ▪ Online Classroom Learning environments |
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EVALUATION OF PROFESSIONAL DEVELOPMENT

- Classroom Snap-Shot Audit – Classroom audits of teaching styles, technology use and student work.
- Faculty/Student Surveys
- Classroom Observations
- Individual Professional Development Plans
- Focus Groups
- Examples of Student Work/ Portfolios
- Server and application based user reports