

Oakland Unified School District
Instructional Technology

September 7, 2001

To: Principals and Site Technology Committees, Site Technologist
From: Peter Hutcher, Instructional Technology Coordinator
Subject: **2001-2002 Site Technologist Selection Procedure**

We are pleased to announce the sixth year of the Site Technologist Program. As all aspects of school site operations as well as curriculum and teacher preparation become more infused with technology, the need for clear and consistent communication between school sites and the District regarding instructional technology issues grows increasingly crucial.

IMPORTANT:

- **The first Site Tech meeting is scheduled for Thurs. Sept. 27, 4pm, Huerta Hall.**
- **Required instructional technology CBEDS information is due at this first meeting.**

The primary focus of the program will continue to be on providing site based technology coaching and other instructional technology leadership plus limited technical support. The coming year will be an exciting one with many new opportunities to use technology to support curriculum. The Site Technologist program is crucial in maintaining communication between school sites and support personnel, providing input into District-wide efforts, and encouraging the continued improvement of each site's Instructional Technology program.

Your selection for Site Technologist should have adequate time available to devote to this important role. We highly recommend that the Site Technology Committee be involved in the selection of your Site Technologist for 2001-2002.

The following pages contain these documents:

- **Site Technologist Job Description/Expectations**
- **Site Technologist Application**
- **CBEDS Technology Information Questions**
- **Intel Teach To the Future Information**

Selection information should be completed by as soon as possible. Send selection information to:

Peter Hutcher or Janice Chinn, Rm. 6, Technology Learning Center, Harper Bldg.

If you have any questions please contact me at 879-8579, or via email at peter@ousd.k12.ca.us or Janice Chinn, 879-8319, or via e-mail at jchinn@ousd.k12.ca.us. Or you can fax us at 879-8441.

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Site Technologist Job Description/Expectations

Your selection for Site Technologist and alternate should meet the following criteria:

- Ability to interact positively with other staff members and district technology staff.
- Ability to provide leadership in site based technology planning.
- Willingness to be the first line of technology support and information.
- Sound foundation of technology knowledge.
- Active user of e-mail since many notices and important updates will be communicated this way.
- Willingness to learn new skills and share their knowledge.
- Ability to communicate effectively orally and in writing.
- Ability to coach other staff members in effective uses of Instructional Technology within their classroom programs.

Site Technologists will be compensated for site based activities, including coaching, as well as all organized meetings and trainings plus District required activities up to a pre-arranged maximum (\$ 1000/year). Other possibilities for compensation and release time need to be explored since the position will involve significant time and responsibility.

The Technologists will:

- Meet regularly (8 times/year) with cluster leaders and/or district staff to:
 - Share site needs, concerns and successes involving technology
 - Learn about new and innovative technology products and programs
 - Be briefed on District technology policies, procedures and who to contact for help
 - Be informed of District technology purchase programs and grant opportunities
- Provide leadership to the Site Technology Committee and Site Technology Planning Efforts
- Be available to provide required data, coach, provide demonstration lessons, and identify instructional technology opportunities for their site staff
- Receive training or support in:

Coaching

Effective uses of technology in the curriculum

Instructional Media Evaluation

Planning and Assessment of Instructional Technology

Basic troubleshooting of Macintosh and PC Computers and peripherals

Local and wide area network use, management and problem solving

OUSD network and Internet use, including set up for dial in connections

**Oakland Unified School District
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2001-2002 Site Technologist Application

The role of a site technologist involves providing required site technology data, coaching school site staff on the use of technology in the curriculum, being the first contact for school site personnel in technology troubleshooting situations, and helping the students of the Oakland Unified School District move into the 21st century.

Site Technologists will be compensated for site-based activities, including coaching as well as all organized meetings and trainings up to a pre-arranged maximum (\$1000/year). Technologists will be paid twice yearly based on activity logs and attendance records.

They will be expected to:

- Attend District organized meetings to keep abreast of district programs and procedures
- Communicate information and data between the school site and District office as required
- Provide site based coaching support and leadership in effective uses of Instructional Technology
- Attend District provided classes to improve their technology knowledge

Please return as soon as possible to:

**Peter Hatcher or Janice Chinn,
Technology Learning Center Room 6, Harper Building**

E-mail: peter@ousd.k12.ca.us

FAX (510) 879-8441

Technologist Name: _____ Home Phone: _____

E-mail address: _____ Assignment: _____

Second technologist name for comprehensive high schools (other sites may name an alternate, but only one stipend can be provided)

Technologist Name: _____ Home Phone: _____

E-mail address: _____ Assignment: _____

Site: _____ School Phone: _____

Principal's Name: _____ Signature: _____