

ATTACHMENT NO. X-C: Tech Coaching

Suggested Motion: Move to approve the Tech Coaching Proposal

Recommended Action: Approve the motion.

The Administration recommends that the Board of Education approve the purchase of Instructional Technology Coaching from the LTC for the 2020-2021 school year. The total cost is \$12,350.00.

The Instructional Technology Coaching package will provide small group coaching to all teachers three times during the school year. This coaching will provide small group support to all teachers in order to implement and integrate technology into their lessons.



Instructional Technology Coach

Executive Summary

The Instructional Technology Coaching Program is an initiative of the Learning Technology Center (LTC), a state-wide organization that provides technology support, services, and professional learning to all K-12 districts in Illinois. Through participation in the LTC's Instructional Technology Coaching Program, school districts gain access to a highly qualified Instructional Technology Coach that supports the effective integration of educational technology at the classroom, building, and district level.

The Instructional Technology Coach is an employee of the LTC and works with multiple districts in a similar geographic area of the state. Through a shared-service model, small- and medium-sized school districts that do not need a full-time Instructional Technology Coach are able to access the benefits of coaching without adding staff or committing to a full-time employee.

Program Details

Services. The Learning Technology Center will provide an Instructional Technology Coach to a district or school for a specific number of contractual days during the 2020 - 2021 academic year. Each contractual day is comprised of 7 hours of support. Support activities and start/end times for each day will be mutually agreed-upon by the school/district and the LTC prior to the start of the contract.

Specific services and daily activities performed by the Instructional Technology Coach will be determined by the district and building leadership and may include:

- A. Identifying technology integration competencies among instructional staff, in collaboration with school administrators, and delivering appropriate coaching, training, and resources to support the professional growth of individuals.
- B. Coaching teachers in the design and implementation of technology-enhanced learning experiences using a variety of research-based, learner-centered instructional strategies, resources, and assessment tools.
- C. Coaching and modeling effective use of technology tools and resources to continuously assess student learning and technology literacy.

- D. Assisting teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant and engaging learning experiences for all students.
- E. Introducing teachers to new technology integration methods, materials and instructional strategies that have proven to increase student achievement.
- F. Guiding the use of technology in support of the district's curriculum and the district's evaluation framework.
- G. Reviewing, planning, and facilitating workshops and in-service days for the integration of technology to engage students and increase achievement.
- H. Evaluating results of professional learning programs to determine the effectiveness on deepening teacher content knowledge, improving teacher pedagogical skills and/or increasing student learning.
- I. Preparing resources (e.g. user guides, videos, recommendations, lesson plans, reports, instructions, memos, digital calendar, PD pre and post surveys etc.) for the purpose of documenting activities, providing written documentation and/or conveying information.
- J. Providing expertise in digital curriculum and technology integration across grade levels and content areas.

Scheduling & Rescheduling. The school/district and the LTC will agree upon a schedule of coaching days at least two weeks in advance. If a scheduled day is canceled due to weather-related or emergency school cancellation, the LTC will make every effort to reschedule the day in a timely manner. A maximum of 10 weather-related or emergency school cancellation days are allowed.

Invoicing. The school/district will be invoiced after each month for the total number of days utilized by the school/district during the preceding month. All contractual days must be utilized by the end of each fiscal year. If contractual days are not utilized, the school/district will be invoiced for the total amount of days listed on the contract regardless of utilization. The school/district may request additional days beyond the contractual amount for an additional fee that will not exceed the average daily rate. Availability of additional days depends on the Instructional Technology Coach's schedule.

Common Questions

What is an Instructional Technology Coach?

An instructional technology coach provides a range of technology integration support and resources to teachers and administrators. This includes working with educators to determine how technology can enhance a unit, lesson plan, curriculum, project, or assessment. The coach helps teachers to improve practice while also sharing what works for other educators, what can be adapted, and how to do it. The coach also works collaboratively with administrators and IT leaders to identify goals and high-priority areas that align with existing district plans.

Why should a district or school hire an Instructional Technology Coach?

Technology is an essential component in the modern learning environment, and as school districts purchase technology to enhance student learning, it is critical to recognize that the success of technology initiatives is dependent on quality professional learning and coaching. An understanding of this is consistently reflected in national surveys which indicate that teachers need and want additional professional learning and in-school coaching related to effective-technology integration ([“Digital Learning” 2019](#)).

What is the role of an Instructional Technology Coach within a school?

Daily activities of an instructional technology coach vary depending on the objectives of teachers and school administration. A few common activities include:

- Coaching Cycles
- Informal Coaching
- Co-Planning
- Goal Setting
- Modeling or Co-teaching
- Observation or Feedback
- Problem Solving
- Curriculum Work
- Resource Development
- District Planning
- Data Analysis
- Small or Large Group Instruction
- Facilitation of Professional Development
- Technical Training
- Individual or Team Meeting

What does coaching look like when implemented?

We recommend that 60% of a coaches time to be spent in coaching cycles and 40% in other supportive and collaborative activities, like informal coaching, unit planning, curriculum work, weekly meetings, and small/large group instructional learning opportunities.

What is a coaching cycle?

A coaching cycle is a structured process wherein a coach works with 1-3 teachers to improve their proficiency with technology integration. A coaching cycle typically lasts 4-6 weeks and may include setting standards-based goals, developing targets, pre-assessing, co-planing and co-teaching, and post-assessing.

Does an Instructional Technology Coach provide technology support?

An Instructional Technology Coach is an expert in educational practices and the way in which technology can enhance the learning environment and improve student outcomes. A coach is not IT support. Rather, coaches bring creative ideas, resources, and support to the table.

What is the Learning Technology Center?

The Learning Technology Center (LTC) is a program of the Illinois State Board of Education that supports all public K-12 districts, schools, and educators through technology initiatives, services, and professional learning opportunities. More information is available at ltcillinois.org.

Cost Structure

The cost of services is based on the daily rate of a highly qualified instructional technology coach. The total number of days will be agreed upon in the contract, and the total cost will include consultant fees, travel expenses, and reasonable resource materials, equipment and supplies necessary for the Instructional Technology Coach to fulfill this contract.

1-4 Days: \$900/day 5-10 Days: \$700/day 11+ Days: \$650/day

Note: The Learning Technology Center is not an IL-Empower Learning Partner. However, we have worked with IL-Empower Learning Partners such as Regional Offices of Education to provide services through IL-Empower funds.



Instructional Coach Contract

ATTENTION:

Jerry Rudolph
North Boone CUSD 200
6248 N Boone School Rd
Poplar Grove, IL 61065 8548

AGREEMENT DATE	DUE BY
August 17, 2020	August 14, 2020

SERVICE	DESCRIPTION	PRICE	QTY	TOTAL
Instructional Technology Coaching	20 days at 7-hours per day.. Agreement Terms: August 17, 2020, to June 1, 2021.	\$650	19	\$12,350
			TOTAL:	\$12,350

Terms & Conditions

North Boone CUSD 200 ("School District"), located at 6248 N Boone School Rd Poplar Grove, IL 61065 8548, and Learning Technology Center ("LTC"), located at 3358 Big Pine Trail, Champaign, IL 61822, agree to the following terms and conditions identified below:

1. **Services.** The Learning Technology Center will provide an Instructional Technology Coach for the total days specified above. Each contractual day consists of 7 hours of support. Support activities and start/end times for each day will be mutually agreed-upon by the SCHOOL DISTRICT and the LTC prior to the start of this contract. The total cost above includes consultant fees, travel expenses, and reasonable resource materials, equipment and supplies necessary for the Instructional Technology Coach to fulfill this contract.



2. **Scheduling & Rescheduling.** The SCHOOL DISTRICT and the LTC will agree upon a schedule of coaching days at least two weeks in advance. If a scheduled day is canceled due to weather-related or emergency school cancelation, the LTC will make every effort to reschedule the day in a timely manner. A maximum of 10 weather-related or emergency school cancelation days are allowed.

3. **Fee & Deposit.** The SCHOOL DISTRICT will be invoiced after each month for the total number of days utilized by the SCHOOL DISTRICT during the preceding month. All contractual days must be utilized by June 1, 2021. If contractual days are not utilized, the SCHOOL DISTRICT will be invoiced for the total amount of days listed on the contract regardless of utilization. If the SCHOOL DISTRICT requests additional days beyond the contractual amount, the daily rate will be \$650 per day.

4. **Cancelation of Contract.** Once the contract is signed, either party may terminate this Agreement in the event of a material change of circumstance with 21 days' notice sent in writing to the other party at the address(es) provided. This contract is valid during its duration: August 17, 2020 to June 30, 2021.

Signature

By signing this agreement, the LTC and the SCHOOL DISTRICT agree to the terms and conditions listed above. Please date, sign and return this contract to Tim McIlvain at tmcilvain@ltcillinois.org. We look forward to working with you!

Name of SCHOOL DISTRICT Representative

Name of LTC Representative

Signature

Signature

Date

Date