

**BestPrep is seeking Technology Integration Specialists for the
Technology Integration Workshop offered August 2 - 5, 2010 at University of St. Thomas.**

What is the purpose of the Workshop?

The primary goal of the Workshop is to teach teachers how to design lessons that integrate instructional technology into daily lessons. Participants will enhance classroom instruction and support student achievement through the infusion of technology into the curriculum. Teachers attending the Technology Integration Workshop will:

- use a variety of technological resources including the Internet, Interactive white boards and peripherals.
- develop management strategies for implementing technology-infused lessons.
- modify a unit plan that integrates the use of technology with subject content.
- Meet with a volunteer Business Partner to share ideas and observe current technology and workplace skills used in business.
- share knowledge and learning activities with colleagues.
- report and reflect on the implementation of the lesson plan.

What is the schedule and what is expected? (See sample schedule)

Each specialist will be assigned approximately 8-12 teacher participants. A detailed day-by-day guide, PowerPoint slide shows and a curriculum guide with materials will be provided. Specialists will be paid an \$800 stipend for 4 and 1/2 days of service. In order to receive the stipend each instructor must:

- be available August 2 – 5, 2010 from 7:30 am - 4:00 pm, plus two additional evenings that week until 5:30 pm.
- conduct integration sessions during the Workshop with assigned participants ensuring each person finishes his/her lesson before the final presentation on Thursday afternoon.
- meet, greet and introduce speakers or other volunteers.
- present 2 breakout sessions during the Workshop.
- assist with setup and registration Monday, August 2 beginning at 7:00 am.
- attend a pre-Workshop training in early summer (1/2 day).
- provide oral and written feedback to participants throughout the Workshop and assist with “housekeeping” items.

What are the criteria for selection of the specialists?

- Currently use a variety of technological resources in teaching and instruction.
- Model best practices in the instructional use of technology.
- Provide learning experiences to participants that integrate the use of instructional technology.
- Demonstrate proven experience in providing and/or participating in local school or system-wide professional development.

How do I apply?

- Complete the Technology Integration Specialist Application including the Technology and Integration Assessment.
- Submit an essay answering the four questions in the application.
- Submit a resume and a unit plan that integrates technology in your content area.
- If selected as a final candidate, interview for the position.

PLEASE NOTE: All application forms and other required materials are due by April 17, 2010. Applicants will be notified in May if selected as a final candidate at which time an interview will be scheduled.

For more information, contact
Bonnie Vagasky at 763-398-0090 x227,
toll-free 877-322-6826 x227 or
bvagasky@bestprep.org.



2010

Part 1: Personal and Career Data

First Name: _____ Last Name: _____

Preferred name for nametag: _____ Primary Subject(s) Taught: _____

Please provide your work information:

School Name: _____ (Optional - include a business card.)

Your Position/Title: _____ Grade Level: _____

Work Address: _____

Work Phone: _____ Work Fax: _____

Work Email: _____ # of Years of Teaching: _____

Please provide your home information:

Home Address: _____

Phone: _____ Email: _____

Cell Phone: _____

Best way to reach me during the school year (circle one): Work Email Work Phone Home Email Home Phone Cell Phone

Best way to reach me during the summer (circle one): Work Email Work Phone Home Email Home Phone Cell Phone

Primary email account used during the school year: Work Email Home Email During the summer: Work Email Home Email

Part 2: Resume & Lesson Plan

Attach a current resume and a copy of a lesson plan that integrates technology in your content area.

Part 3: Essay

Please respond to the following prompts with an essay totaling no more than three pages. Please use appropriate sub-headings.

- 1) Please describe your philosophy on teaching and learning as well as your views on technology integration.
- 2) Describe any technology-based project(s) you have created and/or implemented. Include information about the population served, when and where you conducted the project(s), and a reflection on your successes and challenges with implementation.
- 3) Describe how you would lead the integration sessions using *Understanding by Design* with your assigned teacher group.
- 4) List related experiences you've had instructing teachers on curriculum design methods or related technology software/hardware.

Part 4: Technology Skills Assessment

The assessment will be used in the selection process to ensure that you have the skills needed for the position and for the effective use of technology in teaching and learning.

Return Your Application Form, Essay, Lesson Plan, and Skills Assessment to:

Bonnie Vagasky
BestPrep
7100 Northland Circle N, Suite 402
Brooklyn Park, MN 55428

763-398-0090 x227
Fax: 763-398-0391
bvagasky@bestprep.org

Applicants will be notified in May if selected for an interview.

For Office Use Only: Date Rec'd: _____ Essay: _____ Lesson Plan: _____ Resume: _____ Interview Date: _____ Accept Pkg Mailed: _____

Part 4: Technology Skills Assessment

Each Technology Integration Specialist will present two breakout sessions during the Workshop. Please describe two topics and give brief descriptions for one-hour breakout sessions that you could present at the workshop:

Session Topic/Title: _____
 Brief Description:

Session Topic/Title: _____
 Brief Description:

Section 1: Technology Skills & Integration Methods

State how often students in your classroom use the technology listed. [Use the scale at the right]	State how often you use the technology listed (for classroom administration or personal use). [Use the scale at the right]	5-More than once a week 4-Once a week 3-Once a month 2-Once per term 1-Rarely NA-not used
		Word processing software such as Microsoft Word
		Spreadsheet software such as Microsoft Excel
		Presentation software such as Microsoft PowerPoint
		Internet
		Email software
		Interactive white boards
		Digital cameras
		Podcast (<input type="checkbox"/> Create, <input type="checkbox"/> edit, <input type="checkbox"/> listen)
		Video (<input type="checkbox"/> Create, <input type="checkbox"/> edit, <input type="checkbox"/> watch)
		Electronic scales or probes
		Graphic design software _____
		Web design software _____
		Blogs (<input type="checkbox"/> Create, <input type="checkbox"/> post, <input type="checkbox"/> read)

Section 2: Technology Integration Skills

Please indicate how frequently you do the following in planning for or delivering instruction by checking the appropriate box.

Always	Often	Seldom	Never	Plan Integrated Instruction Based upon Standards for Students
				Use the <i>Technology Foundation Standards for Students</i> and the <i>Profiles of Technology Literate Students</i> by ISTE in the design of integrated instruction

Always	Often	Seldom	Never	Design and Deliver Integrated Instruction
				Use the <i>Minnesota Academic Standards</i> to plan integrated instruction
				Use <i>Understanding by Design</i> to plan instruction (www.ubdexchange.org)
				Select the most appropriate technology tool when designing instruction to support the curriculum, including the <i>Internet, word processing, presentation software, design software, spreadsheets, databases, and others</i>
				Design and implement technology integrated lessons that support the 21 st Century Skills (http://www.21stcenturyskills.org/)
				Use technology to support instruction that encourages inquiry, understanding, collaboration, problem solving, and communication
				Use solid, reliable, and evidence-based research to apply the best instructional practices for technology integration
				Design and implement engaging, student-centered activities that use technology to support learning within the context of real world tasks
				Design and implement technology integrated lessons that encourage connections among disciplines
				Use reflection to make decisions and improvements in designing and delivering instruction
				Design and implement instruction that is aligned with mandated assessments

Always	Often	Seldom	Never	Assess Integrated Instruction
				Assess students' instructional needs to determine the most appropriate use of technology to support student learning
				Use scoring tools to assess student success
				Evaluate lesson plans for effective integration of technology
				Use reflective teaching to assess integrated instruction

Always	Often	Seldom	Never	Plan Professional Growth Activities
				Participate in various professional growth opportunities to strengthen personal and professional use of instructional technology including Web sites, conferences, and instructional technology journals
				Participate in professional opportunities to share lesson plans, student products with scoring tools, and implementation strategies with others, e.g., present at workshops/conferences
				Use reflection to adjust instruction in order to promote the learning of all students
				Include activities and/or resources in a professional development plan that will enhance one's ability to use technology for teaching and learning



**Technology Integration Workshop
Workshop Schedule**

	Monday	Tuesday	Wednesday	Thursday
8:30 – 12:00	General Introduction, Course and Material Overview	Keynote Speaker	Job Shadow Discussion	Keynote Speaker
	Training Seminars	Breakout Sessions	Breakout Sessions	Breakout Sessions
12:00 – 1:00	Business Partner Luncheon	Lunch	Lunch	Lunch
1:00 – 4:00	Integration Session	Job Shadow (Teachers go off-site; Specialists remain at UST)	Integration Session	Integration Session/ Unit Plan Completion
4:00 – 5:30	Cybercafé: Technology Exploration Session*		Cybercafé: Technology Exploration Session*	Project/Unit Plan Presentations & Reception

Past Keynote & Breakout Sessions have included:

21st Century Job Skills
 Introduction to Interactive White Boards
 Online Tools for Teachers
 Digital Photography in the Classroom
 PowerPoint with Pizzazz
 Web 2.0 Tools for Educators

Excel Spreadsheets for Every Subject
 The AT Factor—A Look at Computer Adaptive Technology
 Tips & Tricks of Microsoft Office ‘07
 10 Things You Should Know About Computer Security
 Podcasting Pointers
 Communicate and Collaborate with Google Docs

*Specialist will be assigned one evening to staff the Cybercafé-Technology Exploration Sessions