

Technology Skills and Tools for Every School Administrator



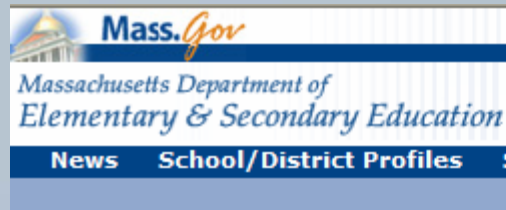
November 19, 2008

Jean Tower
Director of Technology
Public Schools of
Northborough and
Southborough

Resources

- This presentation is posted at:
<http://k12edubuzz.com/jean.htm>
- My email address is:
jtower@nsboro.k12.ma.us
- Handouts will also be posted on the MassCUE web site at:
<http://masscue.org/Conference2008/handouts.html>

Professional Memberships



The Board of Education Advisory Councils
Educational Technology Advisory Council
Charge from the Commissioner/Board of Education



you



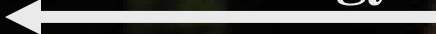


technology






technology



Tech Standards for School Administrators

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International Society for Technology in Education

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NETS FOR ADMINISTRATORS 2002

The NETS for Administrators builds on the work of the Technology Standards for School Administrators (TSSA) Collaborative, where ISTE had a leading role in developing these standards. The NETS•A embraces the TSSA vision and extends it to additional administrative job roles. These standards are indicators of effective leadership for technology in schools. They are a national consensus among educational stakeholders of what best indicates effective school leadership for comprehensive and appropriate use of technology in schools.

I. Leadership and Vision

Educational leaders inspire a shared vision for comprehensive integration of technology and foster an environment and culture conducive to the realization of that vision. Educational leaders:

- facilitate the shared development by all stakeholders of a vision for technology use and widely communicate that vision.
- maintain an inclusive and cohesive process to develop, implement, and monitor a dynamic, long-range, and systemic technology plan to achieve the vision.
- foster and nurture a culture of responsible risk-taking and advocate policies promoting continuous innovation with technology.
- use data in making leadership decisions.
- advocate for research-based effective practices in use of technology.
- Advocate on the state and national levels for policies, programs, and funding opportunities that support implementation of the district technology plan.

II. Learning and Teaching

Tech Standards for School Administrators

six different areas of competency

- Leadership and Vision
- Learning and Teaching
- Productivity and Professional Practice
- Support, Management, and Operations
- Assessment and Evaluation
- Social, Legal, and Ethical Issues

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Tech Standards for School Administrators

Educational leaders apply technology to enhance their professional practice and to increase their own productivity and that of others. Educational leaders:

- A. model the routine, intentional, and effective use of technology.
- B. employ technology for communication and collaboration among colleagues, staff, parents, students, and the larger community.
- C. create and participate in learning communities that stimulate, nurture, and support faculty and staff in using technology for improved productivity.
- D. engage in sustained, job-related professional learning using technology resources.
- E. maintain awareness of emerging technologies and their potential uses in education.
- F. use technology to advance organizational improvement.

Empowering the 21st Century Superintendent



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Strengthen District Leadership and Communications

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EMPOWERING THE 21ST CENTURY SUPERINTENDENT

"We have lots of good school districts in our country. We have just a few great school districts. Getting from good to great is a quantum leap. Technology plays such a significant role in that."

— Dr. John Morton, Superintendent, Newton (KS) Public Schools

Of all the challenges you face as a superintendent, technology leadership may be the one that leaves you feeling the most unprepared, uncertain and vulnerable.

You're not alone. Superintendents in districts of every size and geographic region expressed similar sentiments about technology in focus groups and one-on-one interviews with the [Consortium for School Networking \(CoSN\)](#), the nation's premier voice for technology leadership in K-12 education:

- **Superintendents recognize that technology is critically and increasingly important in education.** They embrace their leadership role as technology advocates who create the vision and set the tone for technology use in their

<http://superintendentempower.org>

Five Web 2.0 Tools to make your life easier

1. RSS – Real Simple Syndication
Easy and efficient way to stay informed.
2. Doodle
Make appointments, schedule meetings,
take polls
3. Word Processing
4. Spreadsheets
5. Graphic Organizers

Share documents,
collaborate



RSS

<http://www.google.com/>

(or bloglines or many others)

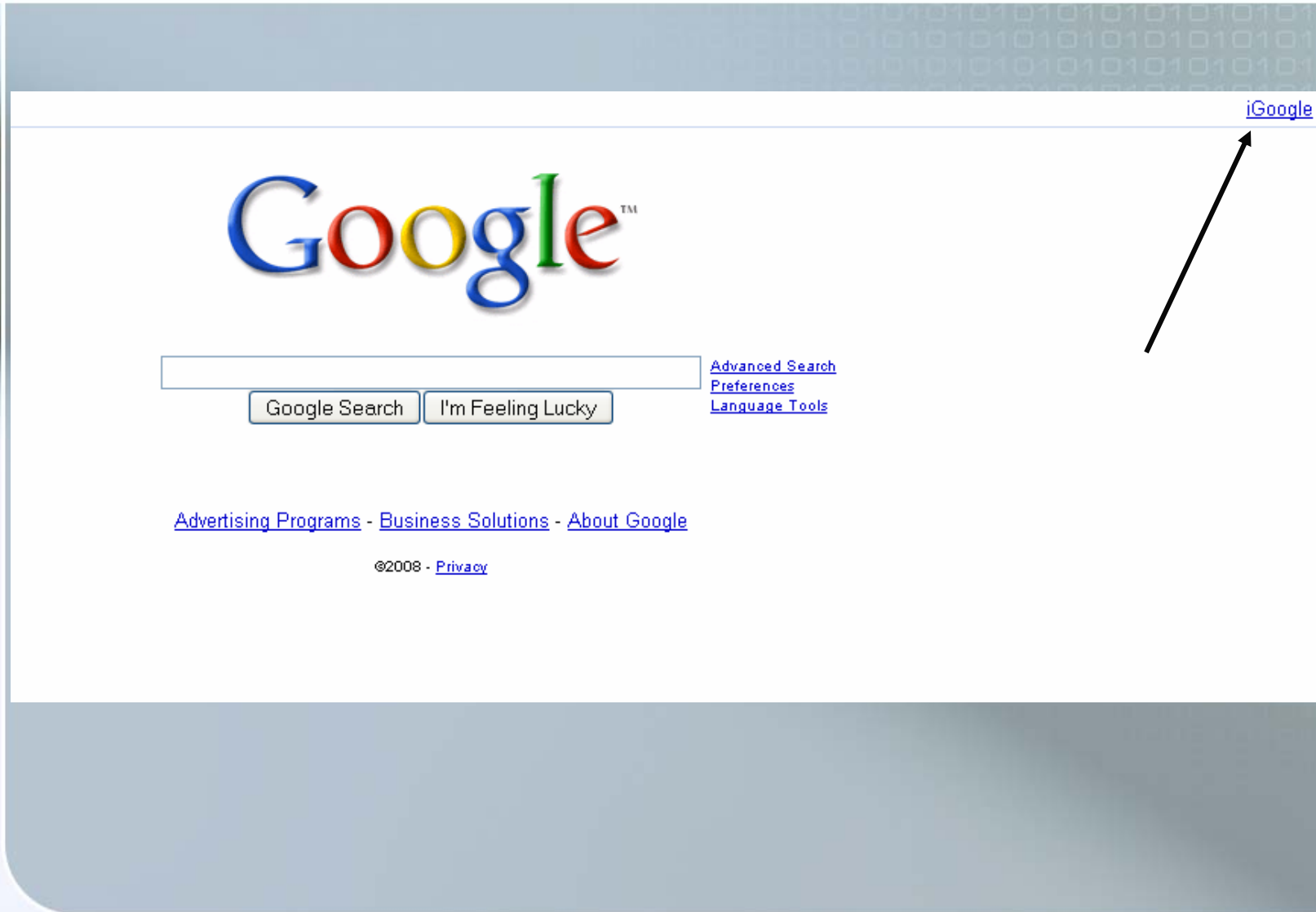
RSS: A Quick Start Guide for Educators
Will Richardson, www.weblogg-ed.com

Resources for "How To" RSS



http://www.commoncraft.com/rss_plain_english

Google Reader - RSS



Sign in to iGoogle with your

Google Account

Email:

Password:

Remember me on this computer.

[I cannot access my account](#)



Create a Google Account - iGoogle

Create an Account

Your Google Account gives you access to iGoogle and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Don't have a Google Account

[Create an account now](#)

Required information for Google account

Your current email address:

e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:

[Password strength:](#)

Minimum of 8 characters in length.

Re-enter password:

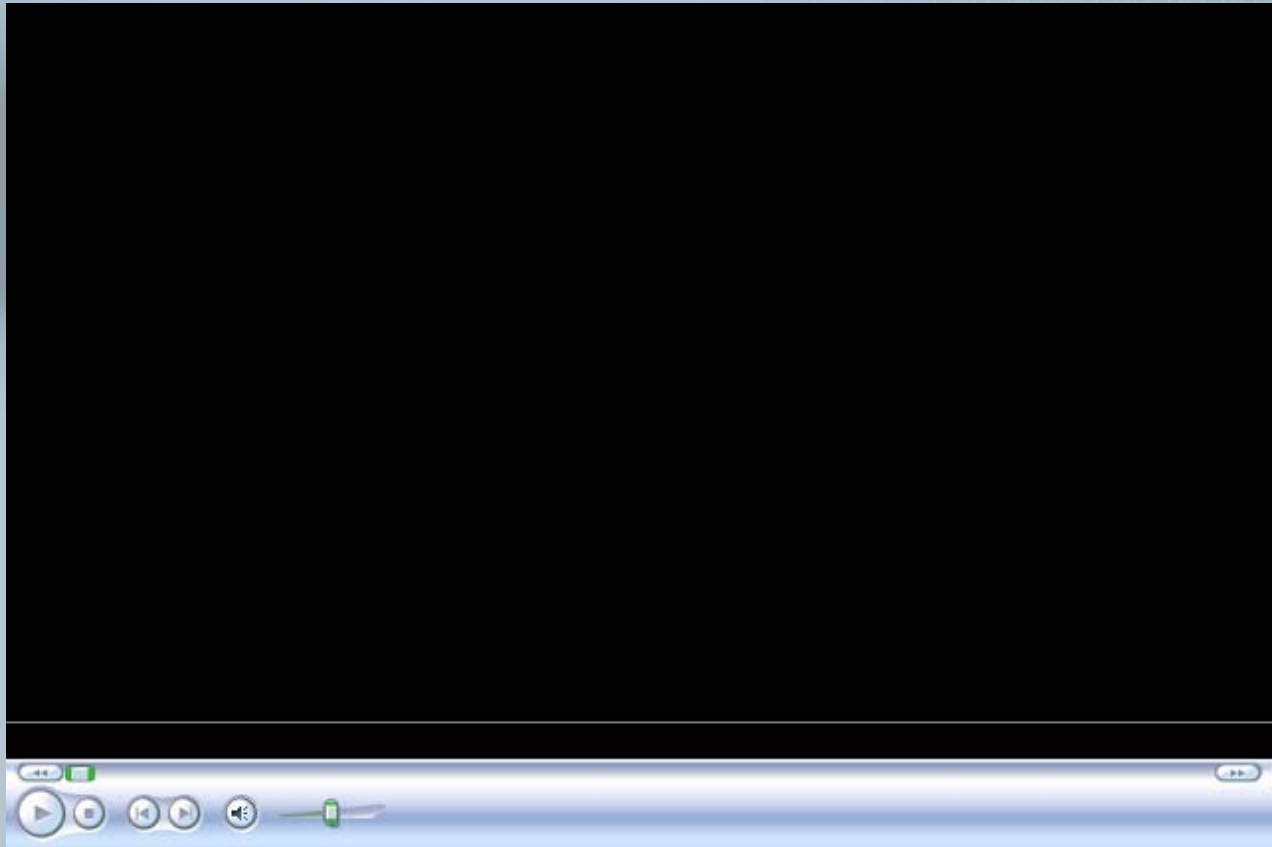
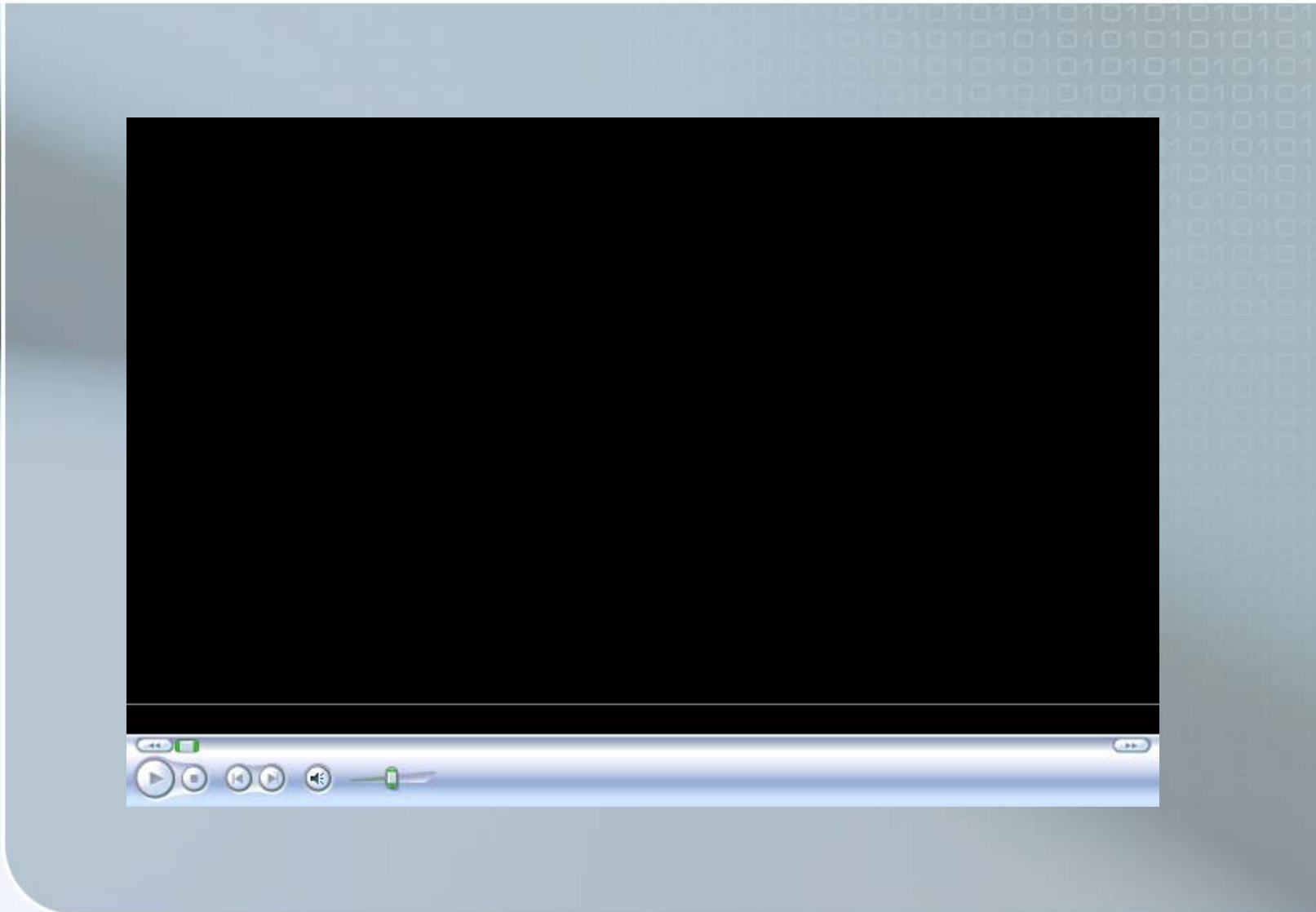
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Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Doodle

<http://www.doodle.com/main.html>



Doodle

Doodle[®]

[MyDoodle](#)

General information (Step 1 of 3)

Choose a meaningful title and provide further information in the description.

Title:

Description (optional):

Your name:

E-mail address (optional):

If you supply an e-mail address, you will receive a message each time somebody participates in or withdraws from your poll. If you do not wish to receive such messages, leave the field empty.

<http://www.doodle.com/main.html>

Online Word Processing ~ BuzzWord

<https://buzzword.acrobat.com/>
(or google or zoho)

Online Word Processing

Why?

- Facilitates collaborative authorship
- One copy of the document
- Peer Review
- Easily accessed history of the document

What?

- Author Joint Position Paper
- Working on values, or mission
- Review and update Student Handbook
- Work on Strategic Plan

<https://buzzword.acrobat.com/#o>

Need an account?

Sign Up

Learn more

Welcome to Buzzword 

Your email:

Password:

Sign In

Remember me on this computer

Forgot your password? [Request a new one.](#)

Spreadsheets Tool

<http://www.google.com>

(Or zoho)

Online Spreadsheet Tool

Possible Uses

- Joint Authorship of Budget
- Collecting Information from a Group
- Review of Data



Graphic Organizer

Bubbl.us
Mindmapping; free online

<http://bubbl.us/>
(or gliffy)



Graphic Organizers

Possible Uses

- Brainstorm Impact of Bus Fees
- Pre-Writing – Organize SubTopics
- Start of a Building Project – Map out Priorities



Links to Tools and Resources

- <http://www.google.com>
- http://www.commoncraft.com/rss_plain_english
- <http://www.doodle.com>
- <https://buzzword.acrobat.com/#o>
- <http://workspace.officelive.com>
- <http://www.iste.org/>
- <http://www.21stcenturyskills.org/>
- <http://superintendentempower.org/>
- <http://www.cosn.org/>
- <http://www.techdirectors.org/>
- <http://www.masscue.org/>
- <http://bubbl.us>
- <http://zoho.com>