

MACUL Outstanding Technology Coordinator of the Year Application Rubric

Nominees are currently employed by an educational institution in Michigan (K-12, ISD/RESA) and are members in good standing with MACUL prior to May 1, 2011 and at the time of the nomination.

In submitting the application for the Outstanding Technology Coordinator of the Year, these six points should be specifically addressed. This statement is **limited to two single-spaced pages of 11 point Helvetica font**. A committee will review the applications based on the following criteria. Rubric scores are included for each point.

1. The nominee is a strong leader in his/her district. (25 points)

0-5 Points	6-12 Points	13-19 Points	20-25 Points
<p>Work responsibilities are performed adequately. Little evidence of initiative or future planning both in the department and in the district is available.</p>	<p>Some vision is evident in planning and programming. Little use of data is identified. Clear goals and objectives are not present.</p>	<p>There is evidence of a clear vision for the use and integration of technology. Goals and objectives are clear, and collaboration and input of school and community personnel is encouraged and utilized.</p> <p>Technology goals are identified and implemented but they have not reached the level of transforming teaching and learning.</p>	<p>A dynamic vision for the use and integration of technology has been established. Baseline data has been identified, and the level of attainment of the district's educational goals and objectives is assessed and monitored on a yearly basis. Goals are comprehensive, addressing teaching and student learning needs and the role of technology in meeting those needs.</p> <p>The technology goals are used to implement the school improvement plans and transform the learning process from teacher centered to student learning centered.</p>

2. The nominee works to ensure that all district staff within his/her district are provided relevant, quality technology professional development. (15 points)

0–4 Points	5-8 Points	9-11 Points	12-15 Points
There are few opportunities in the district for staff to acquire technology skills or learn how to integrate technology at their grade level or in the curriculum.	<p>The nominee has provided limited resources for staff development in the district.</p> <p>There is little or no evidence that the efforts are not coordinated and are not consistent with curriculum needs.</p>	<p>There is evidence of a district technology inservice plan. A few resources are listed such as in-house training, online learning, local college opportunities, regional or state opportunities, etc.</p> <p>There is some connection to the curriculum.</p>	<p>Multiple examples exist of the nominee’s efforts to develop, implement, and evaluate tech-related professional development for all staff in the district using a variety of resources.</p> <p>This professional development meets the needs as determined by the district curriculum standards.</p>

3. The nominee has advanced the district’s technology plan through collaborative efforts within and outside the district. (20 points)

0-4 Points	5-10 Points	11-15 Points	16-20 Points
<p>The nominee little to no input into district technology planning.</p> <p>There is no mention of efforts to collaborate with other departments in the district.</p>	<p>The nominee is a member of the technology committee and has provided valuable input.</p> <p>There is little interaction outside the district.</p>	<p>The nominee is a strong contributing member of the district technology committee.</p> <p>There is a significant evidence of both district and community involvement in the technology planning initiative.</p>	<p>The nominee has a strong vision for their district’s tech plan.</p> <p>The nominee deliberately works with principals, dept. heads, teachers and others who will help implement the district technology plan.</p> <p>There is evidence of collaboration within the community. The nominee is a strong communicator.</p>

4. The nominee demonstrates a mastery of fiscal management, including funding structures and funding opportunities. (20 points)

0-4 Points	5-10 Points	11-15 Points	16-20 Points
<p>Processes for budgeting and planning are sketchy and undocumented. Programs lack support & continuity due to poor fiscal management. Planning for the future is non-existent.</p>	<p>The district budget, budgeting process, and spending process assure adequate resources for administrative & instructional computing.</p>	<p>Budgeting and oversight of district funds fully support the educational processes of the district.</p> <p>The nominee contributes to the process of design and implementation of budgeting in a positive and on-going manner.</p>	<p>The process of sound fiduciary management to assure accurate, creative, ethical and focused use of funding for educational and administrative technology applications is strategic, documented and well communicated.</p> <p>The nominee plays a critical role in the design and implementation of district tech budgeting.</p>

5. Describe how the nominee has fostered student and teacher success in your district. (10 points)

0–2 Points	3-5 Points	6-8 Points	9-10 Points
<p>Few efforts are made to go beyond the minimum expectations of the job requirements. Little cross department and building collaboration in technology integration exists, resulting in a lack of innovation, creativity and opportunity.</p>	<p>A few examples exist that go beyond the minimum expectations. There is some evidence of department and or building collaboration in technology integration. There is little evidence of innovation or creativity.</p>	<p>The applicant provides the infrastructure, tools, resources and or equipment that enables teachers to be successful. The applicant provides connections between the curriculum, equipment and or infrastructure.</p>	<p>The applicant creates an environment that empowers and enables teachers to be successful. The applicant provides the infrastructure, tools, resources and/or equipment that enables teacher and student success. The applicant is innovative and creates connections between the curriculum, the technology infrastructure and the classroom to assure a wide variety of educational opportunities for students.</p>

6. The nominee has made effective and creative uses of technical support staff to support and enhance the school mission with regard to technology. (10 points)

0–2 Points	3-5 Points	6-8 Points	9-10 Points
<p>There is little or no evidence that the nominee makes effective use of the technical support staff and planning for resource allocation, teamwork, data gathering for evaluating department effectiveness or creative use of students or other non staff in supporting technology.</p>	<p>There are a couple examples of effective use and allocation of technical support staff and resources. Some attempt has been made at building a team oriented atmosphere. There is little or no examples of use of other staff or students in supporting district technology.</p>	<p>There are concrete and identifiable examples of the effective use of technical support staff and resources to support teachers and staff. A framework exists that links the deployment of technical staff and resources to the mission of the organization.</p>	<p>There are numerous examples of how the nominee has created a strong team based support staff, including creative uses of other staff and students to complement the existing staff. Data analysis and staff evaluation is used to monitor and improve the effectiveness of the support staff.</p>