

~~How~~ How To Get School Administrators Involved

Activity Instructions

It seems that many school administrators do not get involved with the integration of technology into their schools. There are many reasons for that reluctance to get involved - lack of time, lack of knowledge, lack of commitment. Whatever the reasons, that reluctance may hinder teachers who are participating in the U S WEST Teacher Technology Project. We would like the group to discuss two questions:

1. What ideas would you have to help get school administrators involved in the integration of technology in their school districts?
2. What ideas would you have to get school administrators involved in the U S WEST Teacher Technology Project?

Notes for Trainers

1. We suggest this activity may be a large-group discussion.
2. Have the teachers turn to the "How To Get School Administrators Involved" page in their notebook. They may use it to take notes.
3. State the question to the teachers. Tell them we are interested in helping them generate ideas about getting school administrators involved in the integration of technology and, in particular, involved in the U S WEST Teacher Technology Project. Tell the teachers to brainstorm ideas and to not limit themselves to ideas for their specific school district. Get them thinking about school administrators in general. Those ideas may help to generate new ideas that the teachers may be able to use in their specific situations.
4. Give them 30 seconds "thinking time".
5. Generate ideas.
6. Record ideas.
7. Send the list of ideas to Doreen Hayek at UNI.

Suggested Answers for #1

- Understand administrators responsibilities; Ask early for equipment.
- Some administrators like to compare their school to neighboring schools; explain what other schools are doing with technology.
- Survey other schools in your conference to find out about technology use and equipment resources and then report on the findings.
- Get them hooked; set up an e-mail account for them. Show them how they can send one message to multiple teachers.
- They like practicability; set up their budget (or inventory or attendance) on the computer and help them get started using it.
- Set up weather Internet sites and then be sure to utilize the computer on "bad weather" days.
- Ask them to attend a technology workshop with you.
- Set up a running demonstration (with the work done by students) of school activities so everyone in the school depends on it for the latest information.
- Invite them to a special showing of a special project that was developed by the students.

- Show them results - however small.
- Show them what equipment you do have - they may not know.
- Let them know about the projects that teachers are doing with equipment - they may not know what everyone's doing with the technology they do have in the school.
- Set up a Technology Fair just for administrators and the school board.
- Keep the community and the school board informed about technology use in your school. They may want to help -- financially or volunteer work. They may also be able to help administrators understand the need for more technology in the school.
- Keep the school board informed about technology options because many times they make the decisions about what to purchase.
- Put school newsletters on e-mail and help administrators access the newsletters.
- Help them understand how school projects fit into the School Improvement Plan or the Technology Plan.

Suggested Answers for #2

- Take the workshop notebook into his/her office and ask if you may take a few minutes to show the workshop materials. Show the lists of Design and Implementation team members and Workshop Trainers to show the number (and caliber) of people involved.
- Ask them to participate as one of your trainees.
- Showcase your teaching project with your school and/or community.
- Write a small report to explain how this project will make you a better and more productive teacher.
- By emphasizing the increased use of technology in the school, this grant could be used to secure other grants.
- Prepare a short presentation to show him/her what is involved for the project.
- Offer to write a glitzy story for your local newspaper about the school's role in this project.
- Ask the local news reporters to come to your school to do a story about your part in this project.