

**APPLICATION**  
***Technology Integration Specialist***  
***for Career and Technical Education***  
**2009-2010**

**Participant Information**

CTE Teacher's Name:

E-mail Access Address:

Home E-mail Address:

Home Telephone:

Mobile Telephone:

Home Mailing Address:

I am certified and hold endorsements in the following areas:

School:

District/Agency:

School Address:

School Telephone Number:

School Fax Number:

Principal's Name:

CTE Director's Name:

CTE Director's Telephone Number:

CTE Director's E-mail Address:

**To be Completed by the Career and Technical Teacher**

**Name:**

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I have been a career and technical teacher for \_\_\_\_\_ years.

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Describe in narrative format the resources you currently use to integrate technology into your instruction. (Additional pages may be attached to the application)

Describe the technology and software you can use and the level of expertise (beginner, immediate, advanced) you currently have with it. Include any industry certifications or specialized trainings received. (Additional pages may be attached to the application).

Describe how the broad knowledge and skills in technology integration will enhance the achievement of students in your program and strengthen your role as a career and technical instructor. (Additional pages may be attached to the application)

How do you envision your interaction with other school staff and students changing as a result of participating in the Technology Integration Specialist for CTE initiative? (Additional pages may be attached to the application)

Complete the pre-survey professional development needs. The URL is <http://wvde.state.wv.us/survey/index.php?sid=87647&lang=en>.

**TIS-CTE Assurance Statement and Agreement**

If I am selected to participate in the Technology Integration Specialists for Career and Technical Education (TIS-CTE) initiative, I hereby give my assurances that I will:

- Participate in and successfully complete the 40 days (320 hours) of required professional development (includes both online and face-to-face sessions);
- Use my acquired technology integration skills to improve my instruction;
- Use my enhanced knowledge and skills to build effective consultative and co-teaching relationships with all teachers;
- Utilize collaborative planning time to assist in integrating technology into the instructional units;
- Be a resource to educators on technology integration, as appropriate, in the implementation of information literacy, independent learning and social responsibility;
- Communicate the importance of developing 21<sup>st</sup> century skills for *all* students to improve their academic achievement and post-secondary outcomes; and
- Continue to serve as a Technology Integration Specialist for Career and Technical Education (TIS-CTE) in consultative and co-teaching relationships after completion of the 40 days of required professional development.

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Typed Name of CTE Teacher

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Signature of CTE Teacher

Date

**Principal Assurance Statement and Agreement**

I hereby give my assurances that I support the above requirements for the Technology Integration Specialist – Career and Technical Education initiative. I agree to accommodate the necessary release time and schedule to accomplish the assurances.

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Typed Name of Principal

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Signature of Principal

Date

**Technical and Adult Administrator Assurance Statement and Agreement**

I hereby give my assurances that I support the above requirements for the Technology Integration Specialist – Career and Technical Education initiative. I agree to accommodate the necessary release time and schedule to accomplish the assurances.

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Typed Name of Technical and Adult Administrator

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Signature of Technical and Adult Administrator

Date

**Superintendent Assurance Statement and Agreement**

For the purposes of implementing the provisions of the Technology Integration Specialists for Career and Technical Education initiative (TIS-CTE), our County assures that:

- The district will support implementation of the TIS-CTE model at the district level to ensure successful implementation at the school site.
- The County understands and supports the participant’s requirements as follows:
  - Participate in and successfully complete the 40 days (320 hours) of required professional development (includes both online and face-to-face sessions);
  - Use acquired technology integration skills to improve instruction;
  - Use enhanced knowledge and skills to build effective consultative and co-teaching relationships with all teachers;
  - Utilize collaborative planning time to assist in integrating technology into the instructional units;
  - Be a resource to educators on technology integration, as appropriate, in the implementation of information literacy, independent learning and social responsibility;
  - Communicate the importance of developing 21<sup>st</sup> century skills for all students to improve their academic achievement and post-secondary outcomes; and
  - Provide support to allow the TIS-CTE to continue to serve as a Technology Integration Specialist for Career and Technical Education in consultative and co-teaching relationships after completion of the 40 days of required professional development.
- The County will make available the following support and assistance to the site:
  - Utilize grant funds provided by the WVDE, Division of Technical and Adult Education, for travel and other expenses for selected career and technical education teachers to attend professional development and ensure additional monies, if necessary, to defray the expenses associated with the required professional development.
  - Ensure provision of additional monies to provide the required technology.
  - Ensure that the County Technology Contact supports this professional development by participating in the acquisition of required hardware.

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Typed Name and Title of County Superintendent

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Signature

Date

**Technology Integration Specialists for Career and Technical Education**

**Timeline for Application and Training**

**2009-2010**

ACTION	DATE
Distribute information to Superintendents, Chief Instructional Leaders and CTE Directors	April 1, 2009
Applications for CTE teachers available	April 1, 2009
Availability of opportunity posted on WVDE and CTE website	April 1, 2009
Applications from CTE Teachers and signed assurances due to WVDE, Office of Career and Instructional Technology	April 22, 2009
CTE teachers selected and notified of participation	May 9, 2009
Online collaborative session from May-June	May-June, 2009
Professional Development – Bridgeport Conference Center, Bridgeport, WV	June 23-25, 2009
Professional Development – Charleston Civic Center, CTE Annual Conference, Charleston, WV	July 29-31, 2009
Professional Development – Statewide Technology Conference, Charleston Civic Center, Charleston, WV	August 3-7, 2009
Professional Development-FETC 2010, Orlando, FL	January 12-15, 2010
Continuing Professional Development	Ongoing throughout school year as scheduled. This will include face-to-face workshops, meetings, online course(s) and other professional growth activities.

## **Technology Integration Specialists for Career and Technical Education**

### **Checklist for Application**

**2009-2010**

- Complete application form (available at <http://wvde.state.wv.us/technology/tis>)
- Sign Assurances Form
- Have Principal, Superintendent and CTE director sign Assurances Forms
- Mail completed application and signed Assurances by April 22, 2009 to:

Abby Reynolds  
West Virginia Department of Education  
Building 6, Room 243  
1900 Kanawha Blvd, East  
Charleston, WV 25305-0330

Contact Abby Reynolds at [areynold@access.k12.wv.us](mailto:areynold@access.k12.wv.us) or 304-558-3703 for further information regarding the Career and Technical Education Technology Integration Specialist initiative.