

## MEMORANDUM

TO: County Superintendents of Schools  
County Career and Technical Administrators  
County Technology Coordinators  
County Instructional Leaders  
Fran Warsing, Superintendent, Institutional Education Programs  
Patsy Shank, Superintendent, West Virginia School for the Deaf and Blind

FROM: Gene Coulson  
Executive Director  
Office of Career and Technical Instruction

DATE: March 31, 2009

SUBJECT: Career and Technical Education Technology Integration Specialist Initiative

Our students need to be successful in today's classrooms and tomorrow's workplaces. West Virginia educators are responsible for integrating the learning skills and technology tools needed for 21<sup>st</sup> century learning. The Office of Career and Technical instruction, in collaboration with the Office of Instructional Technology, is implementing an initiative in a maximum of fifteen (15) high schools and technical centers to enhance the knowledge and skills of career and technical education (CTE) teachers to integrate technology into instruction.

Career and technical education teachers selected to participate in this initiative will receive 40 days of professional development this summer and the 2009-10 school year. This training will result in an authorization in instructional technology integration awarded by the Office of Professional Preparation.

Career and technical educators accepted into the Technology Integration Specialists for Career and Technical Education (TIS-CTE) program for the school year 2009-2010 will receive a \$5,000.00 grant to defray the costs of the required professional development. These funds can be used to pay the costs for stipends, substitute teachers, travel expenses, conference registration fees and other costs associated with the teachers' participation in the required professional development. Grant award monies **cannot** be used to purchase equipment or pay tuition costs for graduate credit.

Each participant's school will receive a laptop provided by the West Virginia Department of Education for use by the TIS-CTE while implementing this initiative. Districts will be responsible for the provision of a LCD projector, electronic whiteboard, and color printer/scanner for each participant classroom. County administrators and/or principals should work with county technology contacts to ensure appropriate configurations and to take advantage of state contracts.

The TIS-CTE must meet the following criteria:

- Certification in a career and technical education program area
- Three years or more experience as a career and technical teacher
- A flexible, student-centered instructional style
- Demonstrated ease with using instructional technology
- **A demonstrated collaborative attitude**
- **Demonstrated computer literacy, including word processing, communication professionally via email, use of browser to research the Internet and experience using presentation software**
- Regular access to a computer at home or school.

Career and technical education teachers who participate in this initiative are expected to maintain their current teaching assignment and to bring knowledge and skills in technology instruction to their classroom(s). In addition, they are expected to be a resource to other educators in the school as appropriate and relevant. Participating career and technical education teachers must complete the required training provided within this initiative and are expected to remain in career and technical education assignments for at least two years following completion.

To make an informed decision about whether to make application to participate or not, teachers must have prior information regarding: 1) the scheduled dates of required professional development, such as two and ½ weeks in the 2009 summer; 2) the commitment they are making and the district's expectations that they honor that commitment; 3) the benefits to them personally, professionally, and to the students they teach; and 4) what expenses will be financially covered and how (e.g., procedures for documentation and reimbursement).

The 320 hours of professional development includes:

- Online collaborative sessions equivalent to the May – June timeframe
- A five-day training in Bridgeport, WV on June 23-25, 2009
- A five-day technology conference in Charleston on August 3-7, 2009
- A three-day CTE conference in Charleston on July 29-31, 2009
- A five-day national technology conference in Orlando, FL on January 12-15, 2010
- Participation in online courses
- Compilation of an electronic portfolio
- Regular and ongoing participation in online discussion forums
- Face to face workshops
- Other professional development opportunities related to topics such as project-based learning, specific technologies and instructional technology integration issues

An application and online survey for CTE educator(s) to complete and assurances statements to be completed and signed by the superintendent, county technology coordinator, Local CTE administrator and principal are attached. The applications and signed assurance statements must be submitted together **no later than 4:00 p.m. April 22, 2009** to:

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

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