

Contents

INTRODUCTION	1
An Evolving Leadership Position	1
Wearing Many Hats	4
Organization of This Handbook	7
Additional Resources	8
A Guide and a Reference	9
 Chapter 1	
QUALIFICATIONS AND EXPECTATIONS	11
Essential Questions	11
Major Responsibilities	12
Position Description	13
The Technology Coordinator Issues Model	17
Hiring a Technology Coordinator	18
Answers to Essential Questions	23
 Chapter 2	
TEACHING AND LEARNING WITH TECHNOLOGY	25
Essential Questions	25
ISTE Standards	26
Delivery Modes	27
Purchasing Process	31
Digital Citizenship	32
Theories and Frameworks	34
Answers to Essential Questions	40
Resources	40
 Chapter 3	
SUPPORTING ONLINE AND BLENDED LEARNING	43
Essential Questions	43
Key Concepts	45
Standards and Guidelines for Online Learning	52
Accessibility of Online Content	56
Tools for Online Learning	63
Supporting Teachers	64
Supporting Students	68
Answers to Essential Questions	70

Chapter 4

PROFESSIONAL DEVELOPMENT	73
Essential Questions	73
Technology Transformation and Professional Development	74
Professional Development as a Change Management Tool	76
Seven Characteristics of Effective PD	77
Using a Logic Model to Plan a Teacher PD Program	78
Applying the Principles of Andragogy to Teacher PD	80
Designing Professional Development with ADDIE	82
The Design Phase	85
Development Phase	91
Implementation Phase	93
Evaluation Phase	96
On Time, On Target, Ongoing PD	100
Answers to Essential Questions	101

Chapter 5

SUPPORTING EDUCATIONAL TECHNOLOGY	103
Essential Questions	103
Systems Support	105
Technology Life-Cycle Management	117
Security and Data Privacy	120
Policy Considerations	125
Legal Issues	128
Systems Support	130
Pedagogical Support	134
Grants	135
E-Rate Applications	138
Answers to Essential Questions	141
Resources	143

Chapter 6

NETWORK OPERATIONS	145
Essential Questions	145
Network Operations and the Technology Coordinator	146
Network Infrastructure	148
User-Account Management	154
Backup Procedures and Disaster Recovery	156

Cyber Security	157
Remote Management.....	159
Answers to Essential Questions.....	160
Resources.....	161

Chapter 7

ADMINISTRATIVE COMPUTING **163**

Essential Questions	163
Administrative Computing and the Technology Coordinator.....	164
Processing Grades and Student Records.....	166
Student Information Systems.....	166
Data-Driven Decision Making.....	169
Human Resources.....	171
Business Operations.....	173
Document Imaging and Management.....	174
Answers to Essential Questions.....	176
Resources.....	178

Chapter 8

PLANNING AND BUDGETING **179**

Essential Questions	179
Technology Planning.....	180
Budgeting.....	185
Evaluation.....	187
Software Licensing and Installation	190
Establishing a Professional Learning Network for the Technology Coordinator	192
Equipment Maintenance and Upgrades	193
Equipment Recycling and Disposal.....	195
Meeting IT Staffing Needs.....	196
Answers to Essential Questions.....	198
Resources.....	199

Chapter 9

THE FUTURE OF TECHNOLOGY LEADERSHIP **201**

Impact of the COVID-19 Pandemic.....	202
The Impact of Artificial Intelligence	204
An Educator or a Technician.....	206
The Invisibility of an Effective Technology Leader	207
Decades of Technology Leadership and Counting.....	207
The Technology Coordinator in 2030 and Beyond	209

REFERENCES 211

APPENDIX A 223

 Tech Leader Job Description Examples 223

GLOSSARY 243

INDEX 253