

# Master Inservice Plan Component Preparation Template

April - 2005

## COMPONENT BASICS

Component Title	Computer Usage in Library Media Programs	
Component Number (Will Be Assigned by HRD staff)	3407001	
Total Maximum Points	Up to 120 points	
Point Value Activity Assessment	60	
Point Value Follow-Up Processes	60	
Contact Person (Position/Title)	Sr. Coordinator Media Services	
Date of Component Addition		

## PART I - PLANNING

### A. Primary Purpose of this Professional Development (Check only one.)

- Add-on Endorsement (A.)       Florida Educators Certificate Renewal (C.)       Professional Skill Building (E.)  
 Alternative Certification (B.)       Other Professional Certificate/License Renewal (D.)

### B. Intended Participants (Check all that apply but at least one.)

- Instructional Staff       District Level Leaders  
 School-Based Leaders       District Level Professional/Technical Staff  
 School Level Support Staff       District Level Non-Instructional Staff  
 School Level Non-Instructional Personnel       Other... Specify below:  
 Parents and/or Community Members

### C. Primary Related State Focus Area (Check only one.)

- Subject Content /Sunshine State Standards (1)       Classroom Management (5)  
 Instructional Methodology (2)       School Safety/Safe Learning Environment (6)  
 Technology (3)       Management/Leadership/Planning (7)  
 Assessment & Data Analysis (4)       General Support (8)

### D. Related Subject Content Area (Check only one from one category only, in Part D as may be applicable. If you do, skip Parts E, F & G.)

#### Basic Programs

- Art (000)  
 Bilingual/ESOL (001)  
 Career Education, Unclassified (002)  
 Computer Science/Technology Education (003)  
 Foreign Language (004)  
 Health/Nutrition (005)  
 Humanities (006)  
 Integrated Curriculum (007)  
 Language Arts (008)  
 Mathematics (009)  
 Music (010)  
 Physical Education (011)  
 Pre-kindergarten (012)  
 Reading (013)  
 Safety/Drive Education (014)  
 Science (015)  
 Social Studies (016)  
 Writing (017)

#### OR - Exceptional Education Programs

- ESE Instructional Strategies (100)  
 ESE Classroom Management (101)  
 ESE Assessment (102)  
 ESE Procedural/Legal Requirements (103)  
 ESE Aides, Volunteers, Mentors (104)  
 ESE Curriculum (105)

#### OR - Vocational Education Programs

- Career- Agriscience/Natural Resources (200)  
 Career- Business Technology (201)  
 Career- Diversified Education (202)  
 Career- Family & Consumer Sciences (203)  
 Career- Health Science (204)  
 Career- Industrial Education (205)  
 Career- Marketing Education (206)  
 Career- Middle School Exploratory (207)  
 Career- Public Service Occupations (208)  
 Career- Technology Education (209)  
 Career- Instructional Support Services (210)  
 Career- Technical, Unclassified (211)

#### OR - Adult Edu. Prog.

- ABE (300)  
 Adult, Unclassified (301)  
 Adult ESOL (302)  
 Adult General ESE (303)  
 Citizenship (304)  
 Adult High School (305)  
 GED (306)  
 Vocational Prep (307)  
 Workplace Readiness (308)

### E. Student and Instructional Support Processes as Appropriate (Check only one as may be applicable.)

**If you do, skip Parts D, F & G.)**

- |  |  |
|--|--|
| <input type="checkbox"/> Academic Intervention (400)                                       | <input type="checkbox"/> Parental Involvement, Parent Support (413)                |
| <input type="checkbox"/> Assessment/Student Appraisal (401)                                | <input type="checkbox"/> Physical and Mental Health Issues (414)                   |
| <input type="checkbox"/> Attendance (402)  | <input type="checkbox"/> Problem Solving Teams (415)                               |
| <input type="checkbox"/> Behavioral Interventions (Crisis, Abuse, Social Skills) (403)     | <input type="checkbox"/> Professional Standards & Ethics (416)                     |
| <input type="checkbox"/> Classroom Management & Organizational Learning Environments (404) | <input type="checkbox"/> Program Administration, Evaluation & Accountability (417) |
| <input type="checkbox"/> Dropout Retrieval (405)   | <input type="checkbox"/> Scholarships, Financial Aid, Education Transitions (418)  |
| <input type="checkbox"/> Human Relations/Communication Skills (406)                        | <input type="checkbox"/> Section 504/Americans with Disabilities Act (419)         |
| <input checked="" type="checkbox"/> Instructional Media Services (407)                     | <input type="checkbox"/> Service Coordination, Collaboration, Integration (420)    |
| <input type="checkbox"/> Instructional Strategies (408)                                    | <input type="checkbox"/> Student Motivation (421)                                  |
| <input type="checkbox"/> Instructional Support Services, Unclassified (409)                | <input type="checkbox"/> Student Records (422)                                     |
| <input type="checkbox"/> Laws, Rules, Policies, Procedures (410)                           | <input type="checkbox"/> Supplemental Academic Instruction (423)                   |
| <input type="checkbox"/> Learning Styles, Student Differences (411)                        | <input type="checkbox"/> Working with Volunteers, Aides and Mentors (424)          |
| <input type="checkbox"/> Multicultural Education (412)                                     |  |

**F. General Support** as Appropriate (**Check only one** as may be applicable. If you do, skip Parts D, E, & G)

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Education (500)   | <input type="checkbox"/> Management Information Services (508)                         |
| <input type="checkbox"/> Central Services- Planning, Program Evaluation, Continuous Improvement (501) | <input type="checkbox"/> Office/Clerical Services (509)                                |
| <input type="checkbox"/> District-level Management (502)  | <input type="checkbox"/> Plant Operations and Maintenance (510)                        |
| <input type="checkbox"/> Diversity/Ethics (503)   | <input type="checkbox"/> Safety/Security (511)   |
| <input type="checkbox"/> Fiscal Services (504)  | <input type="checkbox"/> School Improvement (512)                                      |
| <input type="checkbox"/> Food Services (505)  | <input type="checkbox"/> School-level Management (513)                                 |
| <input type="checkbox"/> General Support Services, Unclassified (506)                                 | <input type="checkbox"/> Service on Advisory or Instructional Materials Councils (514) |
| <input type="checkbox"/> Leadership Skills, Communication, Critical Thinking (507)                    | <input type="checkbox"/> Transportation Services (515)                                 |

**G. Community Services** as Appropriate (**Check only one** as may be applicable. If you do, Skip Parts D, E & F.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Community Services, Unclassified (600) | <input type="checkbox"/> Lay Advisory Councils (601) | <input type="checkbox"/> Parent Education (602) |
|---|--|---|

**H. Related Florida Educator Accomplished Practices IF Applicable (Check all that apply.)**

- |  |   |
|--|---|
| <input type="checkbox"/> Assessment                        | <input type="checkbox"/> Human Development & Learning           |
| <input checked="" type="checkbox"/> Communication          | <input checked="" type="checkbox"/> Knowledge of Subject Matter |
| <input checked="" type="checkbox"/> Continuous Improvement | <input checked="" type="checkbox"/> Learning Environments       |
| <input type="checkbox"/> Critical Thinking                 | <input checked="" type="checkbox"/> Planning                    |
| <input checked="" type="checkbox"/> Diversity              | <input type="checkbox"/> Role of the Teacher                    |
| <input checked="" type="checkbox"/> Ethics                 | <input checked="" type="checkbox"/> Technology                  |

**I. Related Florida Goal 3 Standards IF Applicable (Check all that apply.)**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Information Manager            | <input checked="" type="checkbox"/> Resource Manager             |
| <input checked="" type="checkbox"/> Effective Communicator         | <input type="checkbox"/> Systems Manager                         |
| <input type="checkbox"/> Numeric Problem Solver                    | <input checked="" type="checkbox"/> Cooperative Worker           |
| <input checked="" type="checkbox"/> Creative and Critical Thinker  | <input checked="" type="checkbox"/> Effective Leader             |
| <input checked="" type="checkbox"/> Ethical and Responsible Worker | <input checked="" type="checkbox"/> Culturally Sensitive Learner |

**J. Related Florida Sunshine State Standard(s) (State as may be applicable.)**

**K. Related Polk County Comprehensive Core Curriculum Item(s) (State as may be applicable.)**

**L. Related Polk County School Board Strategic Plan Element(s) (Check all that apply but at least one.)**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Family Involvement      | <input checked="" type="checkbox"/> Student Academic & Personal Goals    |
| <input checked="" type="checkbox"/> Learning Environments   | <input checked="" type="checkbox"/> Instruction & Curriculum For Success |
| <input checked="" type="checkbox"/> Effective Staff         | <input type="checkbox"/> Internal Culture of Articulation                |
| <input checked="" type="checkbox"/> Community Relationships | <input checked="" type="checkbox"/> Resource Acquisition & Allocation    |

**M. Related Effective Schools Correlate(s) (Check all that apply.)**

- |  |  |
|--|--|
| <input type="checkbox"/> Safe and Orderly Environment        | <input checked="" type="checkbox"/> Opportunity to Learn         |
| <input checked="" type="checkbox"/> High Expectations        | <input type="checkbox"/> Frequent Monitoring of Student Progress |
| <input checked="" type="checkbox"/> Instructional Leadership | <input checked="" type="checkbox"/> Home and School Relations    |
| <input type="checkbox"/> Clear and Focused Mission           |  |

**N. Related Florida Leadership Standard(s) If Applicable (Check all that apply.)**

- |   |   |
|---|---|
| <input type="checkbox"/> Vision                                       | <input checked="" type="checkbox"/> Diversity                   |
| <input type="checkbox"/> Instructional Leadership                     | <input checked="" type="checkbox"/> Technology                  |
| <input checked="" type="checkbox"/> Managing the Learning Environment | <input type="checkbox"/> Learning Accountability and Assessment |
| <input type="checkbox"/> Community and Stakeholder Partnerships       | <input type="checkbox"/> Human Resource Development             |
| <input type="checkbox"/> Decision Making Strategies                   | <input checked="" type="checkbox"/> Ethical Leadership          |

**O. Linkage to National Staff Development Council Standards: (Check all that apply but at least one.)**

**Context Standards**

- Learning Community Focus & Organization
- Leadership Participation and Support
- Adequate Resources (Time, Money, Staff)

**Content Standards**

- Equity Emphasis (Safe, Supportive, Expectant)
- Quality Teaching (Rigor, Relevance, Relationship)
- Parental Involvement Focused

**Process Standards**

- Data Driven Processes
- Evaluation Focused – (Achievement & Application)
- Research-Based Content
- Design – Aligned Goals, Strategies, Outcomes
- Adult Learning Theory & Change Theory Applied
- Collaboration Valued and Implemented

**P. Rationale for Component Inclusion in District MIP (Check all that apply but at least one.)**

- District Disaggregated Student Achievement Data by Content Area and Skills
- Other Data Provided by Principals/Teachers Related to Student Achievement
- IPGP Performance Gain Data Analysis
- School-wide Analysis of Student Achievement Data
- Other Student Performance Data Analysis

Specify:

- Faculty Level Performance Appraisal Data Analysis
- District Strategic Plan Initiative
- Personal Professional Growth Interests Indicated by Staff
- Grade Level, Team or Departmental "Alignment" Analysis
- Certification Needs
- State or Federal Mandated Professional Development/Training

**Q. General Goal/Purpose/Outcome**

To effectively demonstrate a basic understanding of a variety of computer skills used in the Destiny Library Automation Program, Microsoft Office Programs, MarcMagician and Frontpage.

**R. Specific Objectives (Must have 1 Minimum and Up to 12 Maximum for Each Category)**

**Acquisition:**

Participants will be able to effectively use computer application skills.

**Application:**

Participants will be able to use computer skills to support needs of students and staff.

**PART II - DELIVERY****A. Change Focus of this Professional Development (Check all that apply but at least one.)**

- Knowledge Acquisition/Application  
 Skill Acquisition/Application  
 Mental Model Impact

**B. Primary Inservice Delivery Method (Check only one.)**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Study Group/Learning Community (D.) | <input type="checkbox"/> Action Research (E.)            | <input type="checkbox"/> Independent Study (F.) |
| <input type="checkbox"/> District-wide Workshop (A.)                    | <input type="checkbox"/> Electronic Interactive (B.)     | <input type="checkbox"/> Other                  |
| <input type="checkbox"/> School-wide Workshop (AA.)                     | <input type="checkbox"/> Electronic Non Interactive (C.) | Specify:  |

**C. Instructional Activities Applied (Check all that apply but at least one.)**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Lecturette                                    | <input checked="" type="checkbox"/> Guided Practice                 |
| <input checked="" type="checkbox"/> Small Group Activities (Cooperative Learning) | <input checked="" type="checkbox"/> Independent Practice            |
| <input checked="" type="checkbox"/> Skill Practice With Feedback                  | <input type="checkbox"/> Embedded On-Going Coaching                 |
| <input type="checkbox"/> Video/Audio Analysis                                     | <input type="checkbox"/> Journaling                                 |
| <input checked="" type="checkbox"/> Role Play/Simulation                          | <input checked="" type="checkbox"/> Individual/Team Problem Solving |
| <input checked="" type="checkbox"/> Individual/Team Presentation                  | <input type="checkbox"/> Inventory/Survey                           |
| <input type="checkbox"/> Other – Specify... _____                                 |   |

**D. Participant Assessment Method(s) (Check all that apply but at least one.)**

- |  |   |
|--|---|
| <input type="checkbox"/> Objective Pre/Post Test or Narrative Test | <input checked="" type="checkbox"/> Product Development             |
| <input checked="" type="checkbox"/> Observation/Application        | <input type="checkbox"/> Reflective Journal                         |
| <input type="checkbox"/> Interview/Dialogue                        | <input checked="" type="checkbox"/> Questionnaire/Survey            |
| <input type="checkbox"/> Portfolio Development                     | <input checked="" type="checkbox"/> Project Completion/Presentation |
| <input type="checkbox"/> Other... Specify _____                    |   |

**Part III - FOLLOW-UP**

**A. Follow-up Method(s) (Check all that apply but at least one.)**

- Collaborative Planning related to professional development (A.)
- Participant Product related to professional development (B.) – (May include lesson plans, written reflection, audio/video tape, case study, samples of student work, etc.)
- Action Research related to professional development (C.) - (Should include evidence of implementation)
- Structured Coaching/Mentoring (D.) – (May include direct observation, conferencing, oral reflection and/or lesson demonstration)
- Study Group participation (E.)
- Electronic Interactive (F.)
- Electronic Non-Interactive (G.)

**B. Position Title of Person(s) Responsible for Documentation of Follow-Up Processes related to this Component (Check only one.)**

- Facilitator of the Professional Development Activity
  - Senior Director or Director
  - School Principal
  - Assistant Principal
  - Other School-Based Support Staff (E.g., IST, Reading Coach, Content Resource Teacher, ESE Facilitator)
  - Other District Level Staff Member As Designated by the Component Writer
- Specify:

**Part IV - EVALUATION**

**A. Activity Evaluation Method (By Participants) (Check only one.)**

- HRD Professional Development Activities Evaluation Form (HRD Form 005)
- Facilitative Leadership Feedback Process (Pluses/Deltas)
- Facilitator Designed Feedback Gathering Instrument
- Program-based Feedback Gathering Instrument
- Other- Specify School Technology Service designed Online Evaluation Instrument for Media Specialists

**B. Recommended Methods for Evaluation of Impact of this Professional Growth Experience (Check all that apply but at least one.)**

- District Developed/Standardized Student Test Results (A.)
- School Constructed Student Test Results (B.)
- Portfolios of Student Work (C.)
- Checklists of Student Performance (D.)
- Charts and Graphs of Student Progress (E.)
- Other Performance Assessment... (F.) Specify\_\_\_\_\_
- Summaries of Observed Student Behavior
- Documented Transfer of Knowledge/Skill/Mental Model Into Participants' Job Role

**C. Position Title of Person(s) Responsible for Documentation of Evaluation Processes related to this Component (Check only one.)**

- Facilitator of the Professional Development Activity
  - Senior Director or Director
  - School Principal
  - Assistant Principal
  - Other School-Based Support Staff (E.g., IST, Reading Coach, Content Resource Teacher, ESE Facilitator)
  - Other District Level Staff Member As Designated by the Component Writer
- Specify: