Indiana CTO2B
Mentorship Program

Developing the next generation of IT leadership

Leadership & Vision
Educational Environment
Managing Technology

ADVANCE LEARNING

FRAMEWORK
of Essential Skills of the K-12 CTO

Indiana CTO2B

Developing the next generation of IT leadership

A couple decades ago, a school district's technology plans were created and managed exclusively by IT specialists. These specialists were not required to possess knowledge of the education process or environment; rather they were expected to make sure that computer systems worked and asked to troubleshoot issues when they arose. This scenario is no longer our primary focus given the critical role that technology plays in all aspects of the educational environment including how students learn, are assessed, how teachers teach and are evaluated, how parents are kept informed, and how individual schools are integrated into the entire district and state enterprise. Education-based technology necessarily has become more complex to meet these needs. Today school districts must rely on their Chief Technology Officers (CTO) and staff to engage deeply in the total academic program delivery model to ensure that technology is considered in every aspect of the district's school system. These leaders are expected to wear many hats, especially those in the many smaller school districts across the state. Among other things, K12 technology leaders need to:

- Work hand in hand with the district curriculum instruction and assessment teams to understand the complexity of the teaching/learning process and the importance of all aspects of the educational environment.
- Work closely with the district's financial team to understand total cost of ownership and wise purchasing practices for the changing technological landscape.
- Know how technology can enhance the student's educational experience and school culture.
- Play an active role in the school district's long-term strategic and operational goals

The truth is however, that formal training to accomplish these job requirements is not typically available and most leaders get little training other than through on the job learning. The Certified Education Technology Leader (CETL) Certificate aims to certify those who have these essential skills, The Indiana CTO2B program intends to mentor those and provide the skills

Our focus on technology leadership development

• • •

We are excited to partner with the Indiana Department of Education to provide leadership development opportunities for Hoosier K12 leaders at the crossroads of technology and learning. Our desire is to increase professional knowledge, promote collaboration, and offer mentoring and leadership options to the k12 technology leaders of our state. This group may include Technology Directors and Coordinators, eLearning Specialists and Curriculum staff with a desire to become district leaders, as well as Assistant Superintendents who desire additional IT knowledge.

needed to lead today and tomorrow as well as build their professional networks, and earn the CETL credential. The CETL is based on CoSN's Framework of Essential Skills of the K12 CTO.

CoSN's Framework

The Consortium for School Networking (CoSN) has launched the CETL as a national certification program designed to identify those professionals who have this knowledge and to help develop those who do not. CoSN's Certified Education Technology Leader (CETL) certification program is based on teaching and testing education technology leaders on the skills they need to cultivate high quality 21st century learning environments in our nation's K-12 schools.

About the CETL Certification Program in Indiana

CoSN's CETL certification program is based <u>on CoSN's Framework of Essential Skills of the K-12 CTO</u>, which has been developed by and for education technology leaders working in the field. The Framework identifies the 10 skills areas critical to those who develop and manage our school districts' technology.

Who is CoSN?

...

The Consortium for School Networking is the premier professional association for district technology leaders. For over two decades, CoSN has provided leaders with the management, community building, and advocacy tools they need to succeed. CoSN empowers educational leaders to leverage technology to create and grow engaging learning environments. CoSN provides its members with diverse professional advancement opportunities, high-level resources, and a strong community of peers who understand the needs of the ed tech field.

CoSN urges states to use the CETL program and its Framework to enhance the professional development goals and deepen the expertise of their LEA education technology staff members. CoSN's CETL certification program will:

- Positively impact student and teacher achievement by ensuring education technology leaders are able and prepared to proactively address and prescribe technology solutions in all learning environments.
- Enable strategic and systemic use of technology to improve learning in K-12 schools.
- Recognize the evolving role of the CTO and address the gap between the dual aspects of a CTO's job – both educational and technical – thereby serving as a self-assessment.
- Create a clearly identifiable role for the CTO within a district's leadership structure, and to elevate the profession and encourage districts to ensure that the CTO is a valued member of the district's administrative team.
- Help CTOs and aspiring CTOs identify and find necessary professional development opportunities that will help them acquire or strengthen skills and competencies required for success as 21st century education technology leaders.
- Influence technology professionals' performance reviews by helping to identify strengths and areas of improvement.

The program includes a certification exam designed to measure and validate the knowledge of education technology staff members. To ensure the quality of those interested, eligibility requirements have been set to sit for the exam and include the following:

- Minimum of a Bachelor's degree

- Four years of education technology experience

- Education technology experience: demonstrable experience in the three primary skill areas of the Framework

Those passing this rigorous exam will demonstrate their mastery of the essential skills needed to transform the learning environments in our state's school districts. Indiana has been a national leader in offering those in our state the first opportunity to take this exam. Indiana members have one of the highest passing rates of those who take the exam and have lead the nation in CETL's.

By using the Framework and the CETL certification to complement existing programs, Indiana can ensure their education technology leaders are receiving current professional development that the addresses the ever-evolving education technology field. We believe this guidance and many resources can be helpful in districts in our state where primary focus is still on the basic functions of technology, and also in those where best practices are already in place. As the elected leadership of the Indiana CTO Council, we believe that a nationally normed exam such as the CETL is a part of creating a baseline of technology leadership understanding for Indiana K12 leadership.   Along with continued learning and mentoring opportunities we believe that this will best prepare and certify the leadership needed to help the students of our state and students be equipped for the technology rich future.

To ensure further the enhancement of school district technology in Indiana, the Indiana CTO Council and CoSN National have partnered with the IDOE to bring the CETL program to our Indiana school leaders.

This partnership is a part of a larger effort already underway in Indiana to promote technology leadership in decision making and eLearning leadership.

Over the course of the CTO2B program, the Indiana CTO Council and IDOE partnership provides:

- CETL start up recruiting and exam scholarships for the first 40 seats (Completed in 2014)
- The Indiana CTO Council will partner with other organizations to publicize and conduct recruitment efforts to encourage individuals to become certified CETL's
- The Indiana CTO Council will provide materials to K12 school district leaders across the state to promote understanding of the Essential Skills of the K12 CTO, the promotion of the CETL certification and will provide materials to assist with building an effective district technology team.
- Start to CTO2B program for Indiana's aspiring technology leaders.

Mentor Requirements
- Must be a member or a recently retired member of a CoSN member district.
- Five years' experience as a technology leader preferred or a CETL certification.
- Must agree to the Mentorship Program commitments:
    1. A professional commitment to sharing openly and communicating effectively with the CTO2B.
    2. Invest two hours a month tele-mentoring or Face to Face mentoring the CTO2B.
    3. A personal commitment of the time to attend the Cohort training day.
- Plan the monthly meet-ups with the CTO2B to guide and instruct.
- Must complete the Mentor Application and have their Superintendent sign-off on their participation in the program. See below for Mentor Signature page and complete the online application at the Indiana CTO Council mentorship page
- Agrees to co-teach an area of the Essential skills to the CTO2B Cohort.
- Commitment of time as needed to consult and review assignments with participants.

CTO2B Requirements
- Must be a member of a CoSN member district involved in some facet of school technology.
- A minimum of one years' experience with demonstrated expertise in the field.
- Must intend to take the CETL Exam within two years.
- Must agree to the Mentorship Program commitments:
    1. A professional commitment to sharing, communicating and learning from their mentor.
    2. A personal commitment of the time to attend the training day.
- Must have monthly meet-ups with their Mentor.
- Must complete the CTO2B application and have their Superintendent sign-off on their participation in the program. See below for CTO2B Signature page and complete the online application at the Indiana CTO Council mentorship page

Rubric for CTO2B Candidate Selection

The following factors will be considered in the evaluation of candidate's applications:

- Application was submitted with professionalism, on time with resume.

- Organizational support indicated with Superintendent's recommendation form.
- Experience at the district level as a technology or eLearning specialist.
- Demonstrated knowledge and experience in the K12 and instructional technology field.
- Participation in professional K12 organizations like HECC, IASBO, ICE, etc.
- Demonstrated expertise in presentation and leadership skill through conference speaking engagements, school board presentations, and eLearning conferences.

Launch Day, Mentorship, Training, and CETL Exam

Mentors and CTO2B candidates will be required to meet on "Launch day" for the mentoring interactions and training. Networking with other members of the program and training in the program essentials and Essential Skills of the K12 CTO will be the focus of this day. In preparation for the CETL, CTO2B candidates will participate in CoSN's latest digital online course which takes an in-depth look at each of the 10 skill areas identified in the Framework. Participants will receive "To Do" exercises, "Reflection Questions" and other challenges to help their gauge your understanding of the specific skill area. CTO2B members will also have opportunity to engage in study session on the materials, what they are learning and questions that they seek answers to. The goal for all CTO2B candidates is to become CETL certified inside of two years. The IN CTO council will reimburse $250 of the exam costs when an exam receipt is submitted within two years of program start. Mentors will also set a schedule for monthly discussion topics.

Agenda for the Mentorship Training and Launch day will be forthcoming to those who are accepted.

Indiana CTO Council Mentoring Agreement

Mentor Agreement

Name _____

Email _____

Phone # _____

Address _____

School Corporation _____

Corporation ADM _____

Length of Mentor's Service to a corporation _____ Years

Length of Mentor's time in the K12 IT field _____ Years

Program Commitment

I understand that working as a mentor can be an extremely rewarding experience, and I appreciate that the beneficial outcomes require a professional commitment to sharing openly, communicating effectively, and learning from each other. I agree to make a personal commitment of the time to attend training and have approval from my supervisor for participation in the program.

Mentor Signature   _____

As Superintendent of the Mentor's school district, I believe in the value of training new leaders and the overall benefit to be derived by the state, the protégé and the mentor. I approve of a commitment of two full day meetings this year along with a few hours a month of mentoring time for my technology leader. In exchange the mentor will receive registration to the CoSN national conference and $500 towards travel and/or other fees for the CoSN conference.

Superintendent's Signature   _____

• • •

Indiana CTO Council Mentoring Agreement

CTO2B Agreement

Name _____

Email _____

Phone #   _____

Address   _____

School Corporation   _____

Corporation ADM   _____

Length of CTO2B's service to a corporation _____ Years

Length of CTO2B's time in the K12 IT field   _____ Years

Program Commitment

I understand that working towards a professional license and developing my skills as a technology leader can be an extremely rewarding experience. I appreciate that the beneficial outcomes require a professional commitment to sharing openly, communicating effectively, and learning from each other. I agree to make a personal commitment of the time to attend training and have approval from my supervisor for participation in the program.

CTO2B Signature   _____

As Superintendent of the CTO2B's school district, I believe in the value of training new leaders and the overall benefit to be derived by the state, the protégé and the mentor. I approve of a commitment of two full day meetings this year along with a few hours a month of mentoring time for my technology leader. In exchange the CTO2B candidate will receive Professional Development as a technology leader by mentors, CoSN's CETL virtual course access, and opportunity to study for the CETL examination with a cadre, as well as a significant subsidy towards the cost of their initial CETL exam.

Superintendent's Signature   _____

Developing the next generation of IT leadership

• 7 •

Please confirm that you have completed the required documents:

- ☑ CTO2B Application OR Mentor Application on the Indiana CTO Council web site
- ☑ CTO2B Agreement- must be signed by both parties. (Scan to email to pjust@indianactocouncil.org)
- ☑ Resume (Scan to email to pjust@indianactocouncil.org)

Mail in address:

Pete Just
10439 Breckenridge Drive
Carmel, IN 46033

Scan to email:

pjust@indianactocouncil.org