

Brush School Technology Advisory Committee Guidelines



BRUSH RE-2(J)

TECHNOLOGY

Each school should have an active Technology Advisory Committee.

- This group should meet on a regular basis but no less than monthly.

Team Composition: The committee must include the stipend In-Building Technology Specialist who also acts as the chair of the School Technology Advisory Committee. It also should include a representative of all stakeholders within the school.

- Suggested:
 - Representative from all grade levels in PreK-6
 - Representative from all departments in 7-12

Role of the Committee

- Ensure that technology planning aligns with school and district Information Technology goals.
- Promote initiatives, communicate expectations, and evaluate program effectiveness.
- Make recommendations for technology funding.
- Assess professional development needs and make recommendations for training opportunities.
- Serve as peer coaches and technology good-will ambassadors.
- Attend grade level or departmental meetings to become knowledgeable about the school curriculum and instructional initiatives.
- Keep up-to-date on available resources, equipment, and trends.
- Plan and prepare for committee meetings and provide agendas.
- Provide the committee with relevant resources and information for consideration or discussion based on current standard selection tools.

- Follow through on any recommendations, directives, or decisions reached by the committee and as directed by the District Technology Committee.
- Review “Request Learning Technology Resources” submissions and discuss for feasibility

Responsibilities of Individual Committee Members

- Provide leadership in implementing and adapting plans and monitor planning processes and results.
- Seek input from teachers and students.
- Participate in the decision-making and other work of the committee.
- Support the decisions and actions of the committee.
- Keep faculty informed of actions and recommendations of the committee.
- Assist the Technology Specialist with public relations efforts.

Each New School Year:

- Assemble committee.
- Conduct an organizational meeting to review committee objectives and timelines.
- Review plans for the current year.
- Review staff development needs and inform the District Technology Department of those needs and begin to develop and implement plan.