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Sent: Tuesday, September 1, 2020 4:33 PM
To: JHS.MailList <JHS.MailList@everettsd.org>
Subject: Instructional Technology Facilitators: Clarity on Our Role and Objectives

Hello Jackson Staff,

As we embark into the unknown technical waters of remote teaching this fall, the Instructional Technology Facilitator team here at Jackson (myself, [Gail Walters](#), and [Kyle Pihl](#) of the English, Science, and Math Departments respectively) would like to give some much-needed clarity regarding our role at the school, especially during online learning.

Our team has a very specific role, and while we are happy to help you out in whatever way we can, following are our primary objectives.

1. We use technology in our own classes and share out. This includes:

- Developing models for our own classrooms
- Sharing those models with staff via email/PLC's
- Partnering and/or co-teaching when able

2. We are a “go-between” for Jackson and the district’s Tech Department

- We would love your help in identifying what is and isn't working. We will let the district know:
 - If a tech tool is or isn't being used
 - If a tech tool is or isn't worth our time and resources
 - If we have a need that no tech tools are currently meeting so we can find resources to fix those problems
 - If there are things that have been successful so that more people know about them
- We will be involved in conversations and meetings with folks at the district to communicate things from them to you.
- We *don't* run trainings. We will ask for trainings if they are needed.

3. We are “Instructional Technology Facilitators” – but we aren't “masters” (yet)

- We are learning how to operate in a COVID environment alongside you. We appreciate your patience as we also figure things out.
- We may not yet have answers to questions you have, but we may have the same questions.
 - We are willing to collaborate to find solutions.
- We are not tech support. If you encounter a technical issue it should go to through the Help Desk.
 - This is important because it allows tech support to see patterns in problems.
 - They have access and understanding about systems that we do not.
 - They can fix things that we cannot.
 - They are working on resolving problems all the time. Our time is more limited.
- If it is an issue of *implementing* technology, we may be able to help. Again, though, most problems need to be reported to and solved through Help Tickets.
- We also want to collaborate with families to figure out what is and isn't working from their end of things.

Thanks for reading, and we look forward to helping you navigate these waters the best we can. Please let me know if you have any questions!

Kyle Mitchell and the Instructional Technological Facilitators (possibly a new band name?)