

## CITES Self-Assessment Tool for District Leaders

# Develop a Strategic Technology Implementation Plan



## Self-Assessment and Goal Setting

The purpose of the CITES Self-Assessment for District Leaders: *Develop a Strategic Technology Implementation Plan* is to collect data about the CITES Framework Leadership practices in an inclusive technology ecosystem as part of a continuous improvement process. Baseline data established by the self-assessment can be used to inform district goals and to measure progress toward reaching those goals.

The CITES Framework Leadership Practice of *Develop a Strategic Technology Implementation Plan* highlights three areas of focus:

- Create a Comprehensive Technology Plan – Education Technology (EdTech), Assistive Technology (AT), and Information Technology (InfoTech) are balanced throughout the technology plan.
- Create Goals and Benchmarks – The district technology plan includes goals and benchmarks for achieving an inclusive technology ecosystem.
- Communicate All Aspects of the Technology Plan – The plan is communicated in multiple ways to key stakeholders across the district, including families and the community.

## How to complete the self-assessment

The CITES Self-Assessment Tool for District Leaders uses a 40-point scale rating system to create a snapshot of the district status from “not started” to “achieved.” The rating scale:

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

The 10-point range within each level of the rating scale allows for a fine-tuned baseline and growth within each level.

1. Each team member completes the assessment individually from their own perspective.
2. The district team convenes to discuss and build a consensus on the district’s baseline score.
3. As a team, review and reflect on the district score to identify areas that are strong and areas where improvement is needed.
4. As a team, set goals that focus on improvement.

## Create a Comprehensive Technology Plan

1. The district plan defines AT, EdTech, and InfoTech.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

2. The district plan explains how AT, EdTech, and InfoTech work together to create equity and accessibility for all.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

3. The district plan's budget balances the needs of AT, EdTech, and InfoTech.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

Additional comments on **Create a Comprehensive Technology Plan**:

## Create Goals and Benchmarks

4. The district plan includes goals for increasing the availability and use of technology within an inclusive technology ecosystem.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

5. The district plan establishes a timeline with benchmarks to achieve the goals.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

6. The leadership team communicates the district's technology vision to staff, families, and the community.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

Additional comments on **Create Goals and Benchmarks**:

## Communicate All Aspects of the Technology Plan

7. The leadership team communicates the district's technology plan and any updates to the plan to staff, families and the community.
- Not Started (0)
  - Emerging (1-10)
  - Partly (11-20)
  - Almost (21-30)
  - Achieved (31- 40)

Provide examples or a rationale for your rating:

8. The leadership team communicates the plan to stakeholders in multiple ways (e.g. district website, meetings, newsletter, social media).
- Not Started (0)
  - Emerging (1-10)
  - Partly (11-20)
  - Almost (21-30)
  - Achieved (31- 40)

Provide examples or a rationale for your rating:

9. The leadership team communicates the plan with language that is clear and understandable to stakeholders.
- Not Started (0)
  - Emerging (1-10)
  - Partly (11-20)
  - Almost (21-30)
  - Achieved (31- 40)

Provide examples or a rationale for your rating:

Additional comments on **Communicate All Aspects of the Technology Plan**:

## Setting Goals

Reflect on the data from the district’s collaboratively developed self-assessment. The results and the team’s discussion that led to those results will help the team analyze strengths and challenges in each area of focus. As a team, create goals with timelines, benchmarks, and assigned staff as part of the process to advance inclusive technology systems within the district.

SMART goals can provide a helpful guide for this work. SMART goals are Specific (simple, sensible, significant), Measurable (meaningful, motivating), Achievable (agreed, attainable), Relevant (reasonable, realistic and resourced, results-based), Time bound (time-based, time limited, time/cost limited timely, time-sensitive). Review the resources for more information on goal setting.

Overall and general comments:

Reflect on strengths:

Reflect on challenges:



This content was developed under a grant from the US Department of Education, #H327T180001. However, the contents do not necessarily represent the policy of the US Department of Education, and you should not assume endorsement by the Federal Government. Project Officer: Anita Vermeer, M.Ed.



This work is licensed under a Creative Commons Attribution-ShareAlike 4.0 International license.

## SMART Goals

Goal	Benchmarks	Timeline	Staff