



Private School Principals' Academy Training Curriculum Matrix

Session # and Title	Provider will	Participant outcomes	Product or Performance	Time
#1 Technology Planning & Effective Use of Instructional Technology	<ul style="list-style-type: none"> • Demonstrate audio streaming sessions on technology and learning and effective uses • Examine the Technology Planning Guide and online resources • Examine laws and policies on acceptable use • Tour online Erate and CTF resources 	<ol style="list-style-type: none"> 1. Role of the principal in supporting instruction, good teaching, and management through technology. 2. Understand the benefits of technology for teaching and learning (i.e. portfolios, good teaching, etc.) 3. Become familiar with the Technology Planning Guide and planning tools 4. Be aware of laws and policies regarding acceptable use, copyright and fair use 5. Become familiar with online resources on Erate and CTF 	The principal will identify next steps for his/her school to bring or improve the use of technology in the classroom.	3 hours
#2 CTAP ² Technology Assessment and Reporting Features	<ul style="list-style-type: none"> • Introduce the CTAP² Technology Assessments for administrators, teachers, and students, and various reporting features, including customizable reports. Explain the requirement and benefits of the assessments. • Instruct the administrator in completing their own survey. 	<ol style="list-style-type: none"> 1. Understand the requirement to participate in CTAP² 2. Know how teachers and students will access CTAP² 3. Become familiar with the reporting features and tools in CTAP² and how to use the reports 4. Access and complete the Administrator Survey in CTAP² 	During the training session, the principal will complete the administrator survey Principals will be able to inform their teachers how to complete the assessments and have their students complete the assessments. The principal will be know how to access and use the customizable reports.	3 hours



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#3 Palm Handheld Basics	<ul style="list-style-type: none"> Introduce the basics of the Palm using the Palm curriculum by a Palm certified trainer 	<ol style="list-style-type: none"> Learn how to use the key features of the handheld, including the operating system features, Calendar, Contacts, Prioritized Tasks, Notes, Graffiti, Date Book, Address Book, To Do, and Memo Pad 	The principal will use the Palm handheld to calendar events, set up contacts, prioritize tasks, write notes, use the Graffiti handwriting, synchronize the handheld to a computer and explore other basic functions of the Palm.	3 hours
#4 Data Driven Decision Making and Data Systems	<ul style="list-style-type: none"> Introduce the concept of a data-driven organization and online resources. Provide an online exposure to several data management systems. Lead participants through the steps to create an Excel chart and import to the Palm handheld. 	<ol style="list-style-type: none"> Understand what it means to be a data driven organization (i.e. student data, assessment results, attendance, efficiency, etc.) Understand the relationship and learn how to use technology to effectively support instructional leadership and management and improve student performance Become aware of systems used as decision support systems for managing data and for data-driven decision-making Participate in a hands-on session developing an Excel chart to manage data Import Excel chart to the Palm handheld 	<p>The principal will be able to answer questions as they relate to improving academic performance:</p> <p>What is relevant data? What data do we currently collect? What data would we like to collect? How do we access the data? How can we co-mingle data?</p> <p>The principal will understand ways in which to use data with the goal of improving student performance (i.e. classroom observations, assessment results, etc.)</p> <p>The principal will create a simple chart in Excel and import the chart to the Palm handheld.</p>	3 hours
#5 Communicating Information	<ul style="list-style-type: none"> Demonstrate exemplary presentations and resources Lead participants through creation of a PowerPoint presentation Lead participants to incorporate an Excel chart into a presentation 	<ol style="list-style-type: none"> Be able to effectively communicate information through visual charting and presentation software (i.e. student achievement results; classroom observation results, etc.) Be able to create a PowerPoint presentation Be able to incorporate an Excel chart into a presentation 	The principal will create a PowerPoint presentation and import an Excel spreadsheet into the presentation.	3 hours



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#6 Using Specific School Data	<ul style="list-style-type: none"> Lead participants through the use of tools for the Palm handheld: student information, teacher observation, etc. 	<ol style="list-style-type: none"> Learn to input and manage data Learn to transfer data from desktop to handheld and vice versa 	The principal will use data tools on the handheld that export to desktop software applications.	3 hours
#7 Professional Learning Communities	<ul style="list-style-type: none"> Introduce and explore the concept of learning communities, their characteristics, and how to move a school to become a learning community. 	<ol style="list-style-type: none"> Understand what a professional learning community is Examine the characteristics of a learning organization Learn how to move a school to a focus on learning Identify specific ways to move your school to become a learning community. 	Using three articles and the National Staff Development Council's standards regarding professional learning communities, principals will be able to identify the key ideas that form the basis for learning communities at a school site, and identify practices that they can use at their school site to implement or improve the effectiveness of a learning community.	3 hours
#8 Accessing Educational Resources and Principal Networking Online	<ul style="list-style-type: none"> Provide an online tour of websites. 	<ol style="list-style-type: none"> Access California Standards and Curriculum Frameworks online Utilize Technology Support for Technology in Schools (TechSETS) Examine online resources specifically for private schools Understand principals' networking needs and opportunities Examine online resources specifically for principals Transfer links to the Palm handheld 	<p>The principal will navigate online to access and become familiar with key resources for principals. Principal will transfer links to the Palm handheld.</p> <p>The principal will be aware of the state standards as a resource and their role in improving student achievement.</p>	3 hours