

Maine School Administrative District #75
Collaboration with Adult Literacy Service Providers

“ . . . a description of how the program will be developed, where applicable, in collaboration with adult literacy service providers.”

Introduction. This document serves as a guide in the District for collaborating with the adult literacy service provider, Merrymeeting Adult Education (MAE). The MAE department at the District plays an integral part in the technology staff development plan. From working with newly hired staff to assisting teachers in assessing and updating skills, the department provides a series of workshops and classes specific to the District environment. The District strives to bring trainers directly to individual schools and sites to ensure a wide exposure to training opportunities.

Core Competency list. A list of core competencies is developed. The list contains all relevant technologies that could apply to individual positions in the district. Several technologies are applicable to all system users, while others are custom to the position and or role within the district.

Skills Assessment. MAE disseminates a skills assessment worksheet to all staff. MAE maintains the completed self-assessment sheets. Data is provided to principals and supervisors regarding the status of staff technology proficiencies. Merrymeeting Adult Education will work with supervisors to ensure staff are provided the resources to become technology literate and maintain current skill sets. Additionally, MAE will work with administration to review all completed assessments to ensure accuracy. Supervisors are responsible to review completed assessments and facilitate required training for individual staff members.

Course work and curriculum design. Merrymeeting Adult Education works in conjunction with the technology department to develop and maintain courses and design curriculum.

New Hire Orientation. Merrymeeting Adult Education will work with all new hires during the district orientation process. Each new staff member will receive a training packet with account information, system documentation, policies, procedures, network resources, standards, self-assessment worksheets, and future training dates and times. The orientation will include training on all basic systems to ensure new staff can access email, network file and print systems, and are familiar with district standard application suites. Additional information regarding future training will be provided.

Teacher In-service. Merrymeeting Adult Education is prepared to offer half day and all day training sessions to schools across the district. This includes off-site instruction at MAE's facilities or on-site at individual school sites.

Wednesday Morning Technology Workshops. Merrymeeting Adult Education is prepared to early Wednesday morning training sessions to staff across the district. This includes off-site instruction at MAE's facilities or on-site at individual school sites.

School Administration and support staff. Merrymeeting Adult Education will work with administrative staff and administrative support staff across the district. This includes off-site instruction at MAE's facilities and on-site at individual school sites.

ATM Training. Merrymeeting Adult Education is prepared to provide training to both Bath and the District utilizing the ATM studio located within each district. The District and the Bath school department offer very similar network services to staff and students and have great potential in sharing training resources.

Schedule. Advanced scheduling is necessary to ensure all staff are provided with the necessary training and resources are available to support all schools in a timely and effective manner. A detailed schedule of available events is available on the district network at <http://helpdesk.link75.org/>

August Orientation. 4 sessions – 1.5 hours of training time, 2 hours trainer time (setup included)

September Training. 4 sessions offered at 1 session per week open to up to 12 people from across the district. Principals and supervisors are required to determine an appropriate day and time during September that works across the district. The Organizational Leadership Team will be asked to review this schedule on a yearly basis.

In-service Days. Morning and Afternoon sessions every workshop day. Principals and supervisors are required to schedule these sessions with MAE will in advance to ensure trainer availability. MAE will present services to the Organizational Leadership Team on a yearly basis.

Wednesday Morning. Sessions scheduled for trainer to rotate through district October through December. These sessions are flexible and can be scheduled within each sites existing schedules. Principals and supervisors are required to schedule these sessions with MAE will in advance to ensure trainer availability.

Administration Training. Sessions made by appointment through MAE.