

Application for Digital Learning Coach (22-23 SY)

<https://forms.office.com/r/v0DRf4XaVZ>

The following application should be completed by school principals with approval of their district superintendent. Principals can apply for their school to receive Digital Learning Coach (DLC) supports during the 2022-2023 school year at no cost to schools or districts. More information about available coaching supports can be found at <https://www.mdek12.org/DLCoaches>.

Applications must be submitted by May 13, 2022. Completed applications will be scored and ranked to determine schools with the greatest need and where DLCs can have maximum impact. Additional consideration will be given to the location and availability of DLCs. Schools/Districts will be notified by **May 27, 2022**, if a DLC will be assigned to their school.

1. This survey should be completed by the principal of the school requesting digital learning support services. Please verify you are the principal of the school that you are applying for.
 Yes, I am the principal at the school I am applying for
 No, I am a district employee

Section: School Information

2. District Name:
3. School Name:
4. School Physical Address:
5. School Website:
6. Grade Levels Served:
7. Number of Teachers:
8. Number of Students:
9. Please indicate if your school belongs to any of the following categories (select all that apply):
 Comprehensive School Improvement (CSI)
 Targeted School Improvement (TSI)
 Additional Targeted Support and Improvement (ATSI)
 School At-Risk (SAR)
 Literacy Support School
 Title I School
 None
10. Did your school participate in the BrightBytes Technology & Learning needs assessment during the fall of 2021 and spring of 2022?
 Yes
 No

Section: School Contact Information

11. Principal Name:
12. Principal Email Address:
13. Principal Phone Number:
14. Preferred method of contact for principal?
 Email
 Phone

No preference

15. Additional Point of Contact Name:

16. Additional Point of Contact Title:

17. Additional Point of Contact Email Address:

18. Additional Point of Contact Phone Number:

Section: District Contact Information

19. Superintendent Name:

20. Superintendent Email Address:

21. Curriculum Coordinator Name:

22. Curriculum Coordinator Email Address:

23. Curriculum Coordinator Phone Number:

24. Technology Coordinator Name:

25. Technology Coordinator Email Address:

26. Technology Coordinator Phone Number:

27. Does your district currently employ a full-time district instructional technologist (staff dedicated to providing support to educators as they analyze and implement new technologies and digital learning practices that improve classroom instruction) that provides supports to your school?

Yes

Please indicate the type and frequency of supports provided to your school and teachers:

	Frequently	Sometimes	Rarely	Never
One-to-one support to teachers, administrators, or other staff				
School-wide or small group professional development				
Digital learning resource development (videos, how-to-guides, etc.)				

No

Section: Desired Digital Learning Supports

28. Have you received our services before?

Yes

- **New cohort:** Provides full program supports for an entirely new group of educators who did not receive 1-on-1 coaching from a DL coach during the 2021-2022 school year
(Note: Full Program supports include 1-on-1 coaching for a cohort and school-wide supports, including PLCs, PD, and monthly administrator meetings)
- **Mixed cohort:** Provides full program supports for a group of educators who did not receive coaching support from a DL coach during the previous school year mixed with teachers who previously received support, but need additional 1-on-1 coaching
(Note: Full Program supports include 1-on-1 coaching for a cohort and school-wide supports, including PLCs, PD, and monthly administrator meetings)
- **Limited support:** Provides school-wide supports (including PLCs, PD, and monthly meetings with administrators for goal setting, observations, and conferencing) only
(Note: "Limited Support" does not include 1-on-1 coaching for a cohort)

No

Section: Infrastructure for Digital Learning

29. Total number of devices available for daily student use in the classroom: (Devices can be available for students to use daily in the classroom, such as laptop carts, or assigned to students to take home and bring to school each day.)
30. How many of these devices were purchased as a part of the Mississippi Connects (EDLA) initiative?

31. Indicate which devices are available for student use. (Select all that apply.)

- Chromebook
- Desktops
- iPads
- Laptops
- Other

32. Describe how devices are used (select all that apply)

- 1:1 in the classroom (All students have access to devices in every classroom)
- 1:1 at home (All students have access to devices at home)
- Laptop carts (All students have access to devices only when the laptop cart is available for their classroom)
- Centers (A small group of students have access to a device only during learning centers)

33. Please indicate the frequency of device usage:

	Daily	Weekly	Biweekly	Monthly	Never
By Teachers					
By Students					

34. Describe the internet connectivity available at your school:

- No connectivity
- Limited/Spotty connectivity
- Moderate connectivity
- Strong connectivity

35. Describe the internet connectivity of your students' homes:

- No students have the ability to connect to the internet
- Some, but not all students have the ability to connect to the internet
- Every student has access to the internet, but some may need to travel for access (school parking lot, library, etc.)
- Every student has access to the internet from home

36. Hotspots are provided for:

- Students
- Teachers
- Neither

37. Which Learning Management System (LMS), if any, does your school use?

38. Please indicate the frequency of LMS usage:

	Daily	Weekly	Biweekly	Monthly	Never
By Teachers					
By Students					

Section: Policies Regarding Digital Learning

39. List any device policies regarding device usage that would impact collaboration with a digital learning coach. If none, please indicate, "none" below.
40. List any policies regarding digital program requirements, including but not limited to programs for diagnostic assessments, progress monitoring, and/or any additional MTSS support, literacy, math, or other content-specific programs. If none, please indicate, "none" below.
41. List any policies regarding LMS usage, including but not limited to frequency of use, expectations for posting content, and/or required content. If none, please indicate, "none" below.

Section: Professional Development for Digital Learning

42. Please indicate any training(s) previously provided (or scheduled) on existing programs, digital tools, or digital best practices. Responses can include trainings provided internally at the school/district level or externally through providers. If no PD has been provided, please indicate, "N/A" below.
43. Describe how PLCs are structured and facilitated in your school. If not implemented, please indicate, "N/A" below.

Section: Additional Coaching Services

44. Please describe any district coaching supports or personnel currently available in your school.
45. Please indicate any additional coaching supports or resources currently available in your school and the frequency they are provided.

	Daily	Weekly	Biweekly	Monthly	Never
Bailey Group					
Kids First Consultants					
Kirkland Group					
MDE: Data Coach					
MDE: Lead School Improvement Coach					
MDE: Literacy Coach					
MDE: Math Coach					
MDE: SSIP Coach					
MDE: Early Childhood Coach					
Other					

Section: DLC Services Assurances

By submitting this Application for a Digital Learning Coach, the school and district agree to the following:

- Attend and participate in a full day in-person DLC Administrator Orientation in July to collaborate with DLC to complete School Digital Learning Action Plan to develop school-wide digital learning goals, coaching supports, and customized professional development based on school competencies and administrator/teacher/student needs;
- Collaborate with the DLC to select teachers to participate in the Coaching Cohort, and provide time for the selected teachers to meet weekly with the DLC in person and virtually as outlined by selected supports;
- Meet monthly with DLC to evaluate progress within the School Digital Learning Action Plan;
- Complete regular evaluations, surveys, and other data collections for the DLC program assessment and management;
- Provide a quiet, private space within the school in which the DLC can complete paperwork while on campus;
- Provide the following for any professional development training sessions provided by the DLC:

1. *Print training materials and sign-in sheets*
 2. *Training facility, a screen, and a projector*
 3. *Set up the training room according to the DLC's instructions*
 4. *An administrator or administrative representative in attendance*
- *Develop and/or maintain quality and direct communication with families and community to promote digital learning and family engagement; and*
 - *Maintain an ideal school environment and culture where high-quality digital instruction can continue to thrive after the coaching period ends.*

46. I plan to attend the mandatory in-person Administrator Orientation in:

(Note: Preferred locations may reach maximum capacity and we may ask Administrators to pick an alternate location. SEMIs and OSLs will be available for full attendance at DLC Administrator Orientation and all subsequent monthly meetings with DLC.)

- Cleveland on Friday, July 8, 2022
- Hattiesburg on Wednesday, July 13, 2022
- Oxford on Monday, July 18, 2022

47. The district/school has read the assurances above and agrees all provisions therein.

- Agree
- Do Not Agree