

# **Chuck Shaw Technical Education Center**

## **Media Services Plan**

**2023-2024**

### **Purpose**

#### **Scope and Availability of the Services**

Media resources are available to all staff and students. Our plan incorporates PBCSD's technology vision and mission and follows all pertinent District Library Media policies. All students have access to printed materials, online resources, and laptops. The school site has wi-fi capability, which is accessible for students to use before and after class. Faculty have access to a professional library and online resources, which can be found on the SDPBC's intranet. Additionally, instructors are provided with technology in their classrooms, such as a projector, audio enhancement system, and SMART Interactive Flat Panels

#### **Relevant Educational Materials**

CSTEC has a wide selection of program-specific educational materials and resources. Print material such as textbooks, digital books, online subscriptions, and supplemental aids. Non-print materials include laptops, medical equipment, and video conferencing tools. Additionally, instructors and students also have access to Microsoft Suites and Google Suites.

#### **Staff Person Responsible For The Implementation And Coordination Of Media Services**

Instructional Specialists, Case Manager, Resource Teachers, Technology Coordinators, administrators, and district personnel are responsible for implementing and coordinating media services. Additionally, pertinent information can be found in the teacher's handbook and student's handbook.

#### **Roles and responsibilities of designated staff member(s)**

CSTEC Instructional Specialist, Technology Coordinator, and teachers share the roles and responsibilities to maintain an updated database and inventories of instructional resources and materials. The Technology Coordinator supports all programs with the implementation and maintenance of all media materials and resources. The Technology

Coordinator is responsible for keeping an inventory of the online media site, as well as maintaining the site in operating function.

### **Orientation for user groups (i.e., faculty, students, and others, if needed)**

CSTEC Technology Coordinator provides staff orientation on all media technology. Teachers orient students on using all available instructional resources, including logging into student portals, and accessing all online software, and curriculum. CSTEC has onsite personnel to assist students with navigating the many technology tools available.

### **Facilities and technical infrastructure**

CSTEC infrastructure, both wired and wireless, is maintained by the PBCSD. According to the Technology Plan SY 2017-2021, it is sufficiently strong and flexible to accommodate increased utilization and shift towards cloud computing if needed. The network, including voice, data, digital video communications, and bandwidth, meets the school's needs.

### **Annual budgetary support for the services**

CSTEC's annual budget is allocated by the Department of Adult and Community Education and covers the media services and technology expenditures. Feedback from faculty and students is considered annually for future purchases to ensure that current and future programmatic and curricular needs are met.

### **Annual evaluation of the effectiveness of media services and utilization**

Annual needs assessments and program surveys help gather feedback from faculty and students to evaluate and improve media services. The feedback results are shared with instructors and the advisory committee during the In-service Professional Development Week in the fall of each school year.