



## **MEDIA PLAN**

### **Adult & Community Education**

Wayne County Schools Career Center  
518 West Prospect Street  
Smithville, Ohio 44677  
330.669.7070

*Providing knowledge, skill development, and experiences necessary for a lifetime of personal and professional growth.*

## Overview

Wayne County Schools Career Center Adult and Community Education offers a variety of media services each designed to meet the program needs. Resources may be classified as “general” or “program specific”. The Adult Education Administrative Team (Lynn, Sandy, Lynette) are responsible for assuring that media services are available to staff and students.

## General Media Services

This list provides an offering of the various media services available to our staff and students. The vast majority of these services are available to all students. Those in *italics* are available to full-time students only.

- Program books and supplies
  - Availability of multiple computer labs on campus, each loaded with Microsoft Office software
  - Availability of the School Resources Center / Library
  - Access to high speed wireless network on campus
  - Access to WorkKeys remediation/preparatory software during scheduled Applied Academic class- room hours
  - Access to the Office 365 video library
  - Access to the Discovery Education video library
  - Access to teacher-created YouTube playlists
  - Access to InfOhio
  - Cable television
  - Audio/Visual cabinets in many classrooms, with integrated SmartBoards, sound, wireless clickers, and wireless microphones
  - Online training videos created by the district instructional technologist
  - Online, searchable list of “train-the-trainers”; staff who are experts utilizing various pieces of technology and who are willing to share their expertise
  - Online resources provided by textbook manufacturers are available to students in the most pro-grams
  - *Official district accounts with the associated benefit of free use of Microsoft Office 365*
  - *District Gmail accounts for correspondence*
-

## **Program Specific Media Services**

In addition to the general media services available to all students, program-specific services are available to many of our students in order to provide more engaging experiences. Some examples are provided below.

One computer (laptop) per student (1:1) for medical programs

- Dental Assisting
- Medical Assisting
- Practical Nursing

CAD/CAM software for programs related to engineering

Simulation software for medical trades, including high fidelity simulators for the Practical Nursing program

Study Prep software

- NHA Medical Assisting
  - ATI for Practical Nursing
  - PrepU for all medical trades
-

## Processes: Overview

Program instructors provide their media requests to the program supervisor. The program supervisor is responsible for assuring each program has adequate media services to meet the demands of the program, from requisitions to implementation or distribution. In order to maintain the vast technology resources available we rely on the support of our district technology department:

Technology Staff	
Supervisor of ITS	Full time
Technology Manager	Full time
Educational Technologist	Part time
2 Information Technology Specialist	Full time 3
Assistant technicians	Part time
Student assistants	Part time

## Processes: Orientation, Training, and Troubleshooting

Staff are provided technology orientation upon hire. All staff are required to sign a Technology User Agreement before receiving logon instructions and access. Staff are provided basic training during orientation with their immediate supervisor and have additional training available online, e.g., software specific training videos created by the Instructional Technologist and PublicSchoolWorks on-line courses. More intensive training is provided individually or in a small group setting by the Instructional Technologist or by in-house experts identified as “train-the-trainers” by our Tech Cohort Committee. Just-in-time training and/or troubleshooting related to hardware is provided by our Information Technology Specialists or their assistants.

---

## **Processes: New Purchases, Repair, and Maintenance**

Computers and essential technology are rotated on a life span cycle. Needs for replacement technology are processed through the technology department and within the context of the department's budget. Requests should be made to your direct supervisor, who will route these needs through the appropriate channels.

The repair and maintenance of technology is controlled through an online work order process. Work is prioritized and progress can be tracked via this online system.

Submit a Work Order!



Technology  
Check the Status of Your Work Order  
In Progress Work Orders  
Recently Closed Work Orders  
All Closed Work Orders

---

## **Facilities, Budgeting, and Infrastructure**

Improvements and maintenance related to the district may be purchased out of the district technology budget, or out of the permanent improvement fund. These include purchased services, software, supplies, new equipment, replacement equipment, and repairs. For example, these funds have been utilized to update the number of wireless access points twice within the past five years. E-rate discounts are applied for each year in the areas of Internet access, local, long distance, and cellular telecommunications. The district currently receives a 60% discount.

Program specific technology purchases are budgeted separately through the Adult Education program budgets using the supply and/or equipment lines.

## **Plan Review**

The primary vehicles for the review and modification of this plan are the Tech Cohort and Tech Steering Committees. The Tech Cohort Committee is a district-wide committee comprised of administrative, instructional, and support staff. This group meets once monthly to discuss the integration of instruction and technology, with a specific focus on progressive implementation and the training of less experienced staff. The Tech Steering Committee meets twice annually and is comprised of outside experts. The focus of this committee is hardware and networking.

Feedback is solicited from both committees once annually. A final review of the revised draft is reviewed by the administrative team before the plan is submitted for Board approval.

---