



PROFESSIONAL DEVELOPMENT

Service Description

This service provides districts with professional development in the area of instructional technology as well as productivity applications. We offer customized and regularly scheduled professional development that can help enhance employee productivity and efficiency. Professional development can be coupled with an additional service such as new device purchasing or software development so that we can offer a solution and ensure employees are prepared to implement it.

What is Included?

This service includes two main areas of focus: regularly scheduled professional development and customized professional development. Regularly scheduled professional development generally occurs on a weekly basis and is open to all district employees for a small fee. It includes topics such as:

- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Apple iWork Products (Keynote, Pages, iMovie)
- Google Apps (Documents, Drive, Spreadsheets, Presentations)
- Adobe Products (Acrobat, Photoshop, Illustrator, InDesign)
- And more!

Our other area of focus is customized professional development. This is training targeted for districts, school sites, or small groups of individuals that have specific needs surrounding a given project or program. We are available to host these trainings at MCOE or travel to your sites for your convenience. Customized sessions are available upon request. Below is a list of just some of the sessions we have done:

- PowerPoint training to parents in Spanish
- Paperless classroom transitions via products such as Showbie or Google Classroom
- Technology skills preparation for Smarter Balanced testing
- Student and teacher account management in Google Apps for Education
- Website content creation and editing
- Shortcuts and helpful tips in Mac OS X
- Excel management of student data
- And other topics customized to your needs.



Monterey County Office of Education Technology and Information Services

What is Not Included?

Although MCOE-TIS can offer desktop support and infrastructure services to districts, this particular service does not include those offerings. When we are with your staff, we will do our best to make sure that any hardware or software problems they have are redirected to the proper personnel or given possible solutions for moving forward. Because of uncertainty regarding district policies around technology use, we do not provide any additional assistance unless negotiated and agreed upon beforehand.

How We Charge

Service	Duration	Charge
Classes at MCOE	Less than 2 hours	\$20 per person
	Half-day	\$35 per person
	Full-day	\$75 per person
Professional Development	Half-day	\$700 per presenter
	Full-day	\$1,300 per presenter
Coaching, facilitating, or classroom observations	Half-day	\$350 per coach, facilitator, or observer
	Full-day	\$700 per coach, facilitator, or observer
Project-based work	Varies	\$100 per hour

How is the Service Measured?

The following metrics will be used to communicate performance and maintain quality:

1. % of District Renewals
2. Scheduled Requests Completed on Time
3. Client Satisfaction
4. Number of District Engagements (measured yearly)

Contact Information

Role	Representative	Contact Information
Administrative Contact	Natalie Hatley	(831) 784-4247 nhatley@monterey.k12.ca.us
Service Contact	Jonathan Green	(831) 755-0324 jgreen@monterey.k12.ca.us
Support Contact	Service Desk	(831) 755-0322 https://whd.montereycoe.org