

A vibrant space-themed background featuring a large reddish planet on the left, a blue and purple nebula in the center, and the Earth on the right. The scene is filled with stars and cosmic dust.

Traveling to Planet PD

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Alcoa City Schools

Missions for the Front Office (FO) Voyage

- ★ Create a Face-to-Face community among FO staff
- ★ Empower based on importance and worth
- ★ Increase collaboration between all schools
- ★ Gather feedback from the FO staff
- ★ Improve administrative support for FO staff

Pre-Google Voyage Explorations

★ Lunch & Learn

- Monthly lunch meetings
- Updates to rules and regulations
- Trainings
- Discussions
- Networking
- Sharing of best practices
- Opportunity to hear from all district administrators and departments

Pre-Google Voyage Explorations

★ Resources

- “The Book”
 - An actual binder FULL of paper
 - Organized rules, instructionals, forms, etc.
 - Updated often at meetings

★ Forms of Communication

- Email for meeting notifications
- Email/Phone for all “quick” communication
- Fax for “immediate” needs (ex: payroll)
- Interoffice mail

Pre-Google Voyage Impacts

- ★ Empowered employees
- ★ Improved data input accuracy (state funding)
- ★ Improved consistency across buildings
- ★ Better understanding of “The Big Picture”
- ★ Better communication among buildings
- ★ Increased collaboration and improved problem solving skills
- ★ Recognition of FO importance by administrators

Launching Google: Mission Enhancements

- ★ Virtual community in addition to face-to-face
- ★ More immediate forms of communication & documentation
- ★ More efficient procedures for FO (quick reference to docs, etc.)
- ★ Real-time updates as rules/regulations change

The Google Journey: Mission Explorations

- ★ Continued monthly Lunch & Learns
- ★ Improved resources for FO
 - Team Drive
 - “The Book”
 - Monthly agendas
 - Updated documents (HR, How-to’s, Procedures, etc.)
 - Google Classroom
 - Posts relating to all things Skyward (specifically for FO)
 - Resource links to Google Folders, Team Drive, and Quick Links
 - Department of Education Policies, Procedures, Rules, etc.

The Google Journey: Mission Explorations

- ★ Improved forms of communication
 - Email/Google calendar for meeting notifications & invitations
 - Hangouts (Google's instant messaging app)
 - Google Classroom posts
 - Phone (if necessary)

The Google Journey: Voyage Impacts

- ★ Continuous improvements
- ★ Quicker forms of communication
- ★ Easier access to specific information
- ★ Alignment of FO professional development with that of teachers, paraprofessionals, and students
- ★ Continuing exploration of new technologies

Landing on Planet PD: Future Impacts

- ★ Empowerment for future space travelers
 - Integration of Google Classroom and the Skyward Professional Development Center
 - Available anytime, anywhere (just enough, just in time, just for me)
 - Opportunities for banking time/bonuses/etc.

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The Debrief

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