

Paperwork Reduction Opportunities for Sarasota County Schools: An Instructor Perspective

The following document is the compilation of discussions with multiple district teachers. They have identified some district wide success, opportunity, and possible solutions. During discussion it was noted again this year as last that as the teaching pool has been turning over there has been an increase in the acceptance and use of available digital documentation.

We have found success in our small learning community planning and reporting process. The use of electronic template forms and automatic submission have reduced time and physical paper needed to complete and submit documentation of processes.

Another reduction in steps and redundancy has been found with our move to interactive whiteboard technology and digital streaming videos. Requesting of multimedia resources has become a much simpler process. A few clicks on the on-demand streaming video system's website and video's, pictures, maps and more are then instantly on the teachers whiteboard. This replaces the previous paper driven process of request for media, checkout, transport out, use, transport in, and check in we used to follow.

The top three opportunities for improvement that we have identified are:

1. District, School and Class tracking tests
2. Professional Development course and credit tracking
3. TPAS teacher evaluations

The time required for student tracking tests is a burden that alone consumes a large block of time. We have made strides in making some of these tools available in an

electronic form. One pitfall we have is large format computer testing. We then have to rely on bubble sheets and other hand coding methods to enter the student data. In the upper levels we propose that we stay our course and increase our availability of computer aided testing. A new avenue we could explore is in the lower grades. Here we have the opportunity to speed up data collection on reading tests and observations using handheld devices which would not only reduce the paperwork, but also significantly decrease the time required to obtain usable processed data.

Professional Development courses required for recertification and salary credit have a multilayered paper based process for registration and accounting of hours. This can lead to errors and time delays from many possible locations. We have been piloting and are ready to implement fully a completely web based registration and credit accounting process. Using our PDsystem a teacher can search, and register for training online. The instructor will then have an electronic class list, which as requirements are fulfilled can be used to update credit hours received. After the instructor readies their electronic list it is then sent electronically for final approval by the Professional Development department. After it is approved electronically it automatically updates the teacher's inservice record, which is available for download by the teacher anytime they desire.

The TPAS teacher appraisal system would also benefit from an electronic makeover. The time required for review, errors, and approvals would all be improved with a secure web based form that is then collected for long term storage and record keeping. Once the forms are electronic, full reviews of past TPAS documents by approved administrators can be done without multiple paper copies being made, and

shuffling personnel files around. This change will result in more accuracy and less potential for improper or accidental release of documentation.