

THE OFFICE OF INSTRUCTIONAL TECHNOLOGY & DISTANCE EDUCATION



LORRAINE CATIENZA
DIRECTOR



KEVIN DE TORRES
DATA & ENROLLMENT
SPECIALIST



DENICIA DELA CRUZ
ADMINISTRATIVE
OFFICER



DR. RIYA NATHRANI
INSTRUCTIONAL
TECHNOLOGY COACH



ANGELLY GUIANG
DISTANCE ED CENTER
TEACHER AIDE (ROTA)



ANETTE AGULTO SANTOS
DISTANCE ED CENTER
TEACHER AIDE (SAIPAN)



REALYNN MARTINEZ
DISTANCE ED CENTER
TEACHER AIDE (TINIAN)



**STUDENT PORTAL PROGRAM
TEACHERS & COUNSELORS**
35 STAFF



**ED TECH PROGRAM
INSTRUCTORS**
12 STAFF



**PROFESSIONAL PORTAL
INSTRUCTORS**
30 STAFF



**ASPIRING LEADERS
PROGRAM INSTRUCTORS**
6 STAFF

Mission & Vision Statement

The mission of the Office of Instructional Technology & Distance Education is to provide access to quality online educational experiences to support digital learners across the CNMI.

Our vision is to employ transformative uses of technology in innovative ways to enhance teaching and learning across the CNMI.



INSTRUCTIONAL TECHNOLOGY & DISTANCE EDUCATION ROLES & RESPONSIBILITIES

Director-The Director of Instructional Technology and Distance Education (ITDE) serves as the primary administrator for all branches of ITDE, overseeing all online educators and is responsible for directing the quality of system-wide operations and services of educational technology and distance education, ensuring that policies, procedures, and standards for the effective delivery of services. The director is the overall instructional leader and primary administrator of all branches of ITDE, responsible for the evaluation and compliance of programs and services under the department, which includes all auxiliary support programs that serve private and public school students, stakeholders, and parents. The director serves as the primary liaison between the district and local, state and federal agencies regarding all matters relating to instructional technology and distance education. The director oversees the management of both federal and local funding related to ITDE and is accountable for expenditure alignment with department goals, objectives and performance measures.

Enrollment & Data Specialist -Establishes and maintains permanent records and cumulative records of all students and staff participating in ITDE programs such as academic standing, grades, test scores, student evaluations, application packets, and enrollment records. Compiling statistical data on enrollment and other pertinent information is also a key job for the registrar.

Distance Ed Center Teacher Aide-Assists with the overall operations of the Instructional Technology & Distance Education Office. Maintains operations at the Distance Learning Center at the designated school site. Assists in the management of program inventory, provides academic support, and intervention to students enrolled in Student Portal online courses.

Administrative Officer-The ITDE Administrative Officer provides administrative support to the director and manager, supporting administrative functions of the department to include procuring and managing inventory, maintaining time and attendance records for all staff, and accounting for budgeting accountability of department funds as expenditure transactions are made. The administrative officer handles tasks that include scheduling meetings, preparing reports, and organizing department records. The administrative officer will coordinate office services and activities to ensure compliance with PSS regulations and prepare travel arrangements when necessary.

Online Teacher/Instructor- Facilitates online learning through high-quality, standards-aligned, internet-delivered courses. Instructors provide asynchronous and synchronous learning experiences to maximize success, improve learning outcomes, and expand learning opportunities.

Instructional Technology Coach-Implements theory and research process to design and implement learning software and other instructional technology and is tasked with accessing educational materials, courses designing and instructional framework to ensure optimal learning for users of the platform, and collaborates and assists with a variety of stakeholders in implementing and using the Learning Management System in their technical and functional activities.

e-Counselor- Supports the academic achievement and social-emotional well-being of students' enrolled in online courses under the Instructional Technology Student Portal Program. They monitor assigned students' academic progress and notify eTeacher(s), parent(s)/guardian(s), school counselor(s), and/or school administrator(s) if a student is inactive in their classes or is in need of other forms of intervention.

Student Portal

The Student Portal is an auxiliary online learning program that serves students, offering a range of core curricular and elective courses. Students seeking advancement in both public and private secondary schools as well as students seeing extending learning opportunities at the middle and elementary level are eligible to participate. The courses are taught by Highly Qualified Personnel of the Public School System using Blackboard Learn.

Professional Portal

The Professional Portal Program provides learning opportunities for professionals from both private and public institutions. Course offerings include BOE certification and licensure courses as well as enrichment courses for professional growth. These courses are taught by certified personnel of the Public School System.

Educational Technology Training Program

The Ed Tech Cohort is a training program designed to bridge the gap between teachers' knowledge and current technological skills that are essential for all 21st century educators. Program participants complete five courses over the span of an academic year that include: Google Apps for Education, Student Tech Products, Classroom Instructional that Works with Technology, Advance Computer Applications, and Digital Citizenship in Schools.

Aspiring Leaders Program

The Aspiring Leaders Program is a two-year course of study in which participants explore in-depth coursework that provides a strong foundation for both school and district leadership and administration. Courses include Introduction to School Administration, Educational Law, Technology for Administrators, Instructional Leadership, Supervision and Evaluation, School & District Finance, Facilitative Leadership, and School Personnel & Human Resources.

Distance Education Centers

The Office of Instructional Technology & Distance Education will oversee the district's Distance Education Centers that will be established on the islands of Saipan, Tinian, and Rota. The centers will be equipped with 21st century instructional technology resources that will support students and professional.

In-Service & Professional Development

ITDE provides schools throughout the CNMI the opportunity to request a variety of in-service and professional development related to educational technology, digital citizenship, and instructional tools to support teaching and learning.

District Learning Management System

ITDE provides virtual classroom spaces for all teachers across the system to ensure that students have equitable access to online modes of instruction. The Learning Management System is maintained and supported by ITDE .