

Offinso North Education Directorate

Academic Term Itinerary – ICT Coordinator

Duration: 1st term (15 weeks)

WEEK 1–2: Term Kick-off & ICT Infrastructure Checks

- **Staff meeting** with District Director and Circuit Supervisors to align ICT priorities for the term.
 - **Visit schools** to check ICT labs, equipment, and internet connectivity.
 - Update **ICT inventory** and report faulty equipment for repair/replacement.
 - Ensure **all schools have updated anti-virus software** and basic maintenance done.
 - Development and hosting of directorate website
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WEEK 3–4: Teacher Capacity Building

- Organise **ICT training workshops** for Headteachers & Curriculum Leads:
 - Learning to use ICT tools for basic tasks
 - **Digital literacy** for integrating ICT into lessons.
 - Training on **the use of the Directorate website (when approved by Director)**
 - Provide teachers with **digital teaching aids** and templates.
 - Submit an activity report to the District Director.
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WEEK 5–8: ICT Curriculum Support

- Monitor **ICT lesson delivery** in Basic and Senior High Schools.
 - Provide **model ICT lessons** for teachers struggling with certain topics.
 - Share **best practices** for practical sessions with limited computers.
 - Help Basic schools prepare for **BECE ICT practicals** (if time permits).
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WEEK 9-10: Student Engagement

- Organise **ICT Clubs at least 1 in a Circuit**:
 - Coding basics (Scratch).
 - Graphic design basics (Paint/Canva/CorelDRAW).

- Introduce **safe internet use awareness** campaigns (Digital citizenship).
 - Submit a **mid-term ICT progress report** to the District Director
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WEEK 11 –12: Monitoring & Data Collection

- Conduct **mid-term ICT usage audit** in schools (lab usage frequency, teacher ICT integration).
 - Collect **student performance data** in ICT.
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WEEK 13–14: ICT Projects & Maintenance

- Assist schools in setting up:
 - Database for school records.
 - Carry out **ICT equipment maintenance** before the term ends.
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WEEK 15: Term Closure & Reporting

- Organise **end-of-term ICT review meeting** with school based ICT coordinators (teachers) & headteachers. (If permitted)
 - Submit a **comprehensive ICT term report** to the District Director:
 - Achievements.
 - Challenges.
 - Recommendations.
 - Plan **next term's ICT goals** (e.g., digital library project, inter-school ICT quiz).
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