

# **Lancaster County Career & Technology Center**

## **Media Services Plan**

### **Introduction**

The Lancaster County Career & Technology Center (LCCTC) is committed to providing robust, modern media services that support all students and faculty in achieving programmatic objectives. Over the past four years, the institution has made substantial investments in computers, software, and digital resources to ensure instruction is supported by high-quality tools. Faculty members are empowered to develop and deliver interactive content, including videos and online lessons, across the three LCCTC campuses: Brownstown, Mount Joy, and Willow Street. These services foster collaboration and consistency in instructional delivery center-wide.

The institution has worked diligently to ensure that each instructional program is equipped with appropriate media resources and materials necessary to support student success.

### **1. Educational Resources Aligned with Program Objectives**

LCCTC's Media Services Plan ensures comprehensive access to instructional materials across all program areas. Resources include current audio-visual media, textbooks, software, digital and print reference materials, and classroom technologies such as interactive whiteboards, video projectors, and computer systems. This plan reflects LCCTC's mission to deliver high-quality, relevant education by ensuring all learners have access to updated and effective learning tools.

Students access media services throughout the school day via remediation labs, online platforms, and facilitated support from instructional staff. Internet-enabled computer stations are available across campuses, ensuring access to the following key tools:

- EBSCOhost
- Canvas LMS
- Cloud Services (Office 365 & Google Workspace for Education)
- Institutional Email
- Social Media Communications Tools

### **2. Coordination and Implementation of Media Services**

Media services are coordinated by the Director of Curriculum and the Technology Director, who jointly manage planning, implementation, and evaluation. Their responsibilities include:

- Selection and maintenance of instructional media and classroom equipment
- Oversight of technology procurement and integration
- Coordination of faculty input and approval processes
- Administration of textbook selection

Faculty play an active role in recommending instructional materials. They receive updated catalogs and promotional content from vendors to support informed decision-making. Media resources are housed in individual labs and regularly inventoried for accuracy and relevance. Equipment repairs and maintenance are initiated via requisition and may be completed through contracts, lease agreements, Intermediate Unit (IU-13) services, or student-led efforts. Adequate budgetary support is in place to sustain these efforts.

### **3. Orientation and Training**

LCCTC provides in-service professional development for instructors and staff on the effective use of media resources. Annual training focuses on digital curriculum, grading platforms, and emerging technologies. Staff input is gathered via surveys to identify training needs and develop targeted sessions.

Students receive hands-on orientation during classroom instruction, including guidance on responsible use, access protocols, and compliance with the school's acceptable use policy. Orientation ensures that all user groups are equipped to effectively engage with media tools across the instructional lifecycle.

### **4. Annual Budget for Educational Resources**

The Business Manager, in collaboration with building principals and instructional staff, manages annual planning for media-related expenditures. Budgets are allocated by instructional program and adjusted as needed based on curricular demands and grant funding. Allowable expenses include:

- Educational software and digital courseware
- Video and multimedia resources
- Textbooks and reference books
- Charts, posters, and trade publications
- Manuals, guides, and technology upgrades

Grant opportunities are leveraged to enhance available resources and ensure alignment with industry expectations.

### **Evaluation and Continuous Improvement**

Evaluation instruments are used to assess the effectiveness of media services and related professional development. The Director of Curriculum, Technology Director, building principals, and advisory committee members collaboratively review findings and make

recommendations for improvement. These evaluations inform annual updates to the Media Services Plan, ensuring that resources continue to meet the evolving needs of students, faculty, and programs.

## **Facilities and Infrastructure**

Each program maintains dedicated space for storing and displaying instructional media. Instructors are responsible for ensuring that materials are organized, up-to-date, and accessible within their instructional areas.

## **Additional Information**

**\*\*Scope and Availability of Services:\*\***

- IT Support at Each Campus
- Wired and Wireless Internet Access
- Laptop Carts
- Video Conferencing (Teams/Zoom)
- Canvas LMS and Cloud-Based Resources
- Student Email Accounts and Access

**\*\*Comprehensive and Current Educational Materials:\*\***

- Reference Books, Periodicals, and Technical Manuals
- Industry-Relevant Audio-Visual Media
- Internet-Accessible Learning Platforms

**\*\*Evaluation and Improvement:\*\***

- Annual reviews are conducted to ensure ongoing relevance and effectiveness.
- Feedback is incorporated into professional development and procurement planning.