

Staunton City Schools

Technology Standards for Instructional Personnel

Indicator Checklist

NOTE: THE PURPOSE OF THIS DOCUMENT IS FOR SCS TEACHERS TO CERTIFY THAT THEY POSSESS THE EIGHT STANDARDS BELOW IN ORDER TO OBTAIN TEACHER RECERTIFICATION. TEACHERS ARE TO FILL IN THE CHECKLIST BELOW, PRINT IT, AND PRESENT IT TO THEIR PRINCIPAL. THE PRINCIPAL MAY REQUIRE ADDITIONAL EVIDENCE SUCH AS DOCUMENTS PRODUCED, COURSE OR WORKSHOP VERIFICATION, ETC. BEFORE SIGNING THAT HE/SHE CONCURS WITH THIS ASSESSMENT. THIS DOCUMENT THEN WILL BECOME PART OF THE TEACHER'S PERSONNEL FILE AND USED FOR LICENSE RENEWAL AND RECERTIFICATION PURPOSES.

Name Date

Check the Indicators that apply. To satisfy a Standard, at least half of the Indicators shown for that Standard should be checked.

1. Instructional personnel shall be able to demonstrate effective use of a computer system and utilize computer software.

I am able to:

- Turn my computer and its peripherals on and shut them down properly
 - Launch applications such as Microsoft Word or Google Email
 - Save/retrieve files to/from a specified location such as the Documents folder and/or a USB flash drive
 - Select a printer and print a document to a specified printer
 - Project the image on my computer through a LCD projector so the class can view the information
 - Organize files by creating folders in a specified location and storing files in them
 - Make a backup of selected files from my Documents to an external location such as a USB flash drive
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2. Instructional personnel shall be able to apply knowledge of terms associated with educational computing and technology.

I am able to define the following terms:

- Operating system (Windows XP, Mac OS, e.g.)
 - Temporary, Permanent, and Removable storage (RAM, hard drive, USB flash drive, CD)
 - Hardware (monitor, keyboard, disk drive, CD drive, mouse)
 - Peripheral devices (printer, scanner, digital camera, document camera, interactive whiteboard)
 - Network-related terms (Ethernet, file server, local area network (LAN), wide area network (WAN), proxy server, filtering software)
 - Handheld devices (personal response system, iPod, iPad, GPS, etc.)
 - File types such as .doc, .xls, .jpg, etc.
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3. Instructional personnel shall be able to apply computer productivity tools for professional use.

I am able to:

- Create and edit a word processing document, professional in appearance and free from typing and spelling errors
 - Enhance a word processing document by adding clip art or images from a digital camera, scanner or the Internet
 - Edit the data in a given spreadsheet file
 - Create a spreadsheet that incorporates simple functions such as sums or averages
 - Access student information and complete all gradebook tasks required of my job using PowerSchool
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4. Instructional personnel shall be able to use electronic technologies to access and exchange information.

I am able to:

- Send a message and reply to a received message using my Google e-mail account
- Post a message on my school's News folder
- Exchange files with a colleague using an e-mail attachment
- Launch an Internet browser (Safari, Firefox or Internet Explorer) and go to a specified site (e.g. <http://www.doe.virginia.gov>)

- Navigate and locate resources found on the Staunton City Schools' web site
 - Use an Internet search site (e.g. Google) to find appropriate classroom information
 - Use the school's automated library media center to locate resources in the school library
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5. Instructional personnel shall be able to identify, locate, evaluate, and use appropriate instructional hardware and software to support Virginia's Standards of Learning and other instructional objectives.

I am able to:

- Identify, access, and evaluate web sites appropriate for student use in my curriculum
 - Use school instructional software in my curriculum
 - Create lessons which incorporate the use of interactive whiteboards
 - Create lessons which incorporate the use of handheld devices (student response systems, iPods, iPads, GPS, etc.)
 - Create lessons which incorporate the use of document cameras
 - Create lessons which incorporate the use of instructional videos either from DVD/CD or streamed from the internet
 - Create lessons which incorporate the use of digital cameras or video cameras
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6. Instructional personnel shall be able to use educational technologies for data collection, information management, problem solving, decision making, communication, and presentation within the curriculum.

I am able to:

- Create a presentation with software such as Microsoft PowerPoint, iMovie, or Notebook
 - Create a chart or graph using data entered in a spreadsheet
 - Communicate to parents and colleagues through the use of e-mail, class/personal website, blogs, and/or comments posted in online gradebook
 - Organize information in a spreadsheet so it can be used for decision making
 - Create a classroom/personal web page/blog
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7. Instructional personnel shall be able to plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings.

I am able to:

- Design lessons integrating the use of technology for use in a computer lab setting and in the classroom
 - Locate resources on the internet appropriate for students who are in need of remedial support of my curriculum and for those students who should be challenged to achieve beyond the standard curriculum
 - Utilize adaptive technology resources, as teaching assignments dictate
 - Design lessons which incorporate best Internet Safety practices for students
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8. Instructional personnel shall demonstrate knowledge of ethical and legal issues relating to the use of technology.

I abide by and can explain to others:

- The Staunton City Schools' Acceptable Use Policy
 - Copyright and Fair Use laws
 - Appropriate use of social networking sites
 - The responsible use of technology, including the importance of password security
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I concur with this self-evaluation. Principal _____

Date _____

Adapted: Rockingham County Public Schools