

## ODS Educator Personal Technology Proficiencies Checklist

As part of your 2008-09 Agreement between the District and Olathe NEA, you ratified the following District Technology Standards Requirement:

*The Olathe District, supported financially by our community, has made the use of technology as a work and learning tool a priority. In order to clearly articulate expectations, the **Educator Personal Technology Use Standards** (see [website for standards document](#)) were developed.*

*All educators are required to meet the District's Educator Personal Technology Use Standards at the **required level** according to the **Educator Personal Technology Use Checklist** (this document) within three years from the starting date of their first personnel calendar. Continuing employees will have until **May, 2012** to meet the same standards. **Those not meeting this requirement will submit a plan for approval to their immediate supervisor detailing how and when this requirement will be met.***

To demonstrate proficiency in the required standards, an **Educator Technology Proficiencies Assessment** has been developed, and approved by Professional Council. This assessment contains **two components** to assess mastery of the required skills. Each staff member must use his or her individual personal technology skills when completing skill requirements to comply with the above agreement provision. This includes the procedures in the instructions below. The completion of each component fulfills a part of the proficiency assessment. **You may complete the Objective Component and the Performance Component in any order you prefer.** It is expected that staff may take advantage of peer training opportunities to increase personal knowledge of skills which are new or unfamiliar. Additionally, help files on many topics will be available on the District's Instructional Technology website, accessible through the O-Zone.

**Each building's administrator will be responsible for assigning licensed/certified staff leaders who have thorough knowledge of the proficiency skills to evaluate other staff members' progress.** Examples of designated staff include department chair, PLC leaders, computer/technology teacher on supervisory, IRTs, administrative staff, or other qualified staff.

Questions regarding the **Educator Personal Technology Use Standards**, **Educator Personal Technology Use Checklist** or the **Educator Personal Technology Proficiencies Assessment** can be directed to your building administrator and/or your Olathe NEA Association Representative.

### OBJECTIVE COMPONENT – VALIDATION REQUIRED

1. **Begin the Objective Component by accessing the online assessment instructions on the Instructional Technology website ([www.olatheschools.com/instructionaltechnology](http://www.olatheschools.com/instructionaltechnology)).** The validation will cover items from the **Educator Personal Technology Use Standards** document. You may take the **Pre-Assessment** up to a **maximum of 3 times** before taking the **Post-Assessment**. The **Post-Assessment** may be taken **only once** and requires about 60 minutes. It can be completed in more than one sitting if needed. It must be passed according to the Agreement timeline – **May 2012**.
2. When you have completed the online assessment, your score will be provided to you immediately and will also be reported to your direct supervisor. The required proficiency standard is 80% (or 48/60), which takes into account questions in this commercial product that may not directly align with our standards. If you score below the required 80%, you will need to work with your immediate supervisor to file a plan for improvement, and **submit a request** to retake the assessment.

### PERFORMANCE COMPONENT – VALIDATION REQUIRED

1. Begin by creating a folder on your **H:** drive named **"Technology Proficiencies\_ your name"**.
2. Log in to the **District's O-Zone**. Click on the **Teaching and Learning Tab**. In the **Professional Resources** column, click on **Instructional Technology**. Under the **Educator Technology Proficiencies** link, download each of the Proficiencies Documents to the folder you created on your H: drive for your ongoing personal use, including this document.
3. Open the **ODS Educator Personal Technology Proficiencies Checklist** (this document) and add your name and building to the Checklist/Log. Save the document to your H: drive. Print the document, 2-sided (front to back) on cardstock. Send a locked print job to a network printer, go to the printer, choose to print your locked print job on a **sheet of cardstock**. Keep your printed log sheet for use in recording mastery of your technology proficiency skills throughout the year(s).
4. Review the **Olathe District Schools Educator Personal Technology Use Standards** (download the document). Self-evaluate your proficiency level in each area. Seek help from peers to master the skills you are unfamiliar with.
5. Throughout the year, demonstrate successful completion of the items on the checklist and have each item validated via signature by the individual designated by your building administrator. A staff member may be considered exempt from an item that does not apply (Example: IRT who does not have Data Access or Dashboard to gather student data).
6. If you do not finish within a given year you may continue on the same Log during the next school year, **but you must finish according to the Agreement timeline – May 2012**.

# Educator Personal Technology Use Proficiencies Checklist/Log

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Building: \_\_\_\_\_

For security, do not enter your employee ID until submitting your completed paperwork at checkout.



Proficiency Skills – Proficiency Level “Required”	Completion Date	Validated/ Signed
<b>General Applications</b>		
Start/Boot a computer; log in to the network; load and run applications; print.		
Create folders on local and network drives and organize files within them.		
Access data on a flash drive or CD/DVD. Save data on a flash drive. Burn data to a CD or DVD.		
Use GroupWise to retrieve and send email to include: Formatting an outgoing message such as modifying font, alignment, etc.; save an attached file to a local/network folder; send an email with a file attachment.		
Open a web browser to access the Internet; enter a known URL to access a site; bookmark a site.		
<b>Software Applications</b>		
Create and save a document in MS Word for instructional or informational use. Use multiple fonts/font style (type, color, size); multi-paragraphs; multi-alignment; bullets or numbering; inserted graphic (file or clip art).		
Locate and open an existing document from a local/network drive; modify it and save changes.		
Create and save data in a MS Excel spreadsheet for instructional or data management use, or to copy and paste into a MS PowerPoint or MS Word document. Must include: modified row and column size; merged cells; applied number formats (currency, date, etc); a named sheet tab.		
Create and save a MS PowerPoint presentation for instructional use or staff presentation. Must include: multiple slides; slide transitions; inserted graphic (file or clipart); bullets or numbering.		
Share the MS PowerPoint document with others by sending as an email attachment or uploading into a Virtual Resource group website.		
Convert an Office 2003 file to an Office 2007 file.		
<b>Educational Instructional Technology</b>		
Turn on the video projector; use the remote to change the source (computer, DVD); adjust sound.		
Project the instructional computer’s display/contents onto the screen.		
Project a DVD or VHS onto the screen, with audio.		
Create and present an instructional lesson/presentation with the Airliner/ iWrite. <b>and</b> CPS Clickers.*		
Use IG Pro to correctly manage and export classroom grades each quarter and semester.*		
Design and teach a lesson where students use the Internet to gather information.*		
Design and teach a lesson where students use at least one of the MS Office applications to manage, organize, or present information.*		
Gather a student’s individual personal information through Data Access (teachers, IRTs, special services), the Dashboard (counselors, administrators), Student Health Records (nurses), etc.*		
<b>Professional Growth</b>		
Review the District’s copyright policy; explain examples of fair use; give examples of copyright violation.		
Log into the O-Zone website to access professional points, leave balances/history, Employee Self-Serve, or other protected district resources.		
<b>Objective Assessment</b>		
Complete the online Objective Assessment with a score of <b>80% or better</b> .		

\* Item may not apply to all certified staff members such as non-classroom staff.

Administrator’s Signature \_\_\_\_\_ Date \_\_\_\_\_