

STANDARD 1: OPERATE A COMPUTER SYSTEM & UTILIZE SOFTWARE.

Options:

A____ College credit

OR

B____ Test Out

OR

C____

Workshop/course on basic computer operation.

OR

D____

Document how to save a file to a specific directory or folder, and later retrieve the same file. **AND**

One of the following:

E____

Printout of two original documents created with different software programs.

F____

Printout of one original document created with a software program and a printout of information from a CD-ROM (e.g., article from electronic encyclopedia).

STANDARD 2: APPLY KNOWLEDGE OF TERMS ASSOCIATED WITH EDUCATIONAL COMPUTING AND TECHNOLOGY.

Options:

A____ College credit

OR

B____ Test Out

OR

C____

Workshop/course on basic computer operation.

OR

One of the following:

D____

Activity or lesson developed to teach appropriate technology vocabulary.

E____

Printout of multimedia presentation developed to teach appropriate technology vocabulary.

STANDARD 3: APPLY PRODUCTIVITY TOOLS FOR PROFESSIONAL USE.

Options:

A____ College credit

OR

B____ Test Out

OR

C____ Workshops/courses that cover word processing, spreadsheets, databases, & productivity tools.

OR

Four of the following:

D____ A word processing document that contains a graphic (picture, table, graph).

E____ Computer generated grade report.

F____ Printout of a database with four fields.

G____ Printout of a spreadsheet with at least 20 cells and one mathematical function.

H____ Printout of web-based information.

I____ Printout of a Web page you created.

J____ Evidence that you have used technology to produce a bulletin board, learning center, or learning game.

K____ Student activity created with technology.

L____ Printout of a digital camera image.

STANDARD 4: USE ELECTRONIC TECHNOLOGIES TO ACCESS AND EXCHANGE INFORMATION.

Options:

A____ College credit

OR

B____ Test Out

OR

C____

Workshop/course that introduces the Internet.

OR

Two of the following:

D____

Lesson plan that incorporates students' active use of the World Wide Web.

E____

Printout of web-based information retrieved.

F____

Evidence of class participation in a Web project.

G____

Printout of professional e-mail correspondence.

H____

Printout of search strategy used to access the Web or informational database.

STANDARD 5: IDENTIFY, LOCATE, EVALUATE, AND USE APPROPRIATE INSTRUCTIONAL TECHNOLOGY-BASED RESOURCES (HARDWARE & SOFTWARE) TO SUPPORT SOL & OTHER INSTRUCTIONAL OBJECTIVES.

Options:

A____ College credit

B____

OR
Four of the following:

Reviews of 3 instructional software programs. For each program include title, publisher, cost, brief summary, critique, & your determination of grade level appropriateness and applicability to curriculum.

C____

Printout of a digital camera image.

D____

Instructional document (handout, worksheet, etc.) with scanned or digital camera image, original or clipart image inserted.

E____

Lesson plan incorporating student use of computer assisted instructional software.

F____

Lesson plan incorporating laser disk usage by teacher or student.

G____

Lesson plan incorporating technology usage (videodisc, music technology, graphing calculators, video microscopes, CBL).

H____

Lesson plan incorporating use of presentation device (LCD panel, LCD projector, TV/computer connection).

I____

Reviews of 3 web sites that relate to job responsibilities. For each site include URL, title of site, brief summary, critique, & your determination of grade level appropriateness and applicability to curriculum or professional use.

J____

Use of a camcorder in a professional setting.

K____

Student or class book produced using technology to support instructional objectives.

STANDARD 6: USE ELECTRONIC TECHNOLOGIES FOR DATA COLLECTION, INFORMATION MANAGEMENT, PROBLEM SOLVING, DECISION MAKING, COMMUNICATIONS, & PRESENTATIONS WITHIN THE CURRICULUM.

Options:

Four of the following:

- A_____ Student generated word processing document.
- B_____ Student generated database
- C_____ Student generated spreadsheet.
- D_____ Student generated desktop publication (newsletter, flyer, advertisement, illustrated story) from a class or extracurricular activity.
- E_____ Printout of a multimedia presentation generated by students.
- F_____ Printout of a multimedia presentation generated for professional purposes.
- G_____ Management plan developed to assure frequent and equitable use of classroom computers or other technologies by students.

STANDARD 7: PLAN AND IMPLEMENT LESSONS AND STRATEGIES THAT INTEGRATE TECHNOLOGY TO MEET THE DIVERSE NEEDS OF LEARNERS IN A VARIETY OF EDUCATIONAL SETTINGS.

Options:

A____ College credit

OR

***Two of the following:**

B____

Signature of principal or designee indicating, observation of lesson integrating technology strategies.

Signature _____ Date _____

C____

Bibliography of professional resources created using electronic information databases or electronic catalog.

D____

Lesson plan utilizing the computer(s) in the classroom.

E____

Lesson plan utilizing the computer lab.

F____

Management plan for the use of technology in current assignment.

G____

Signature of supervisor indicating use of technology as it relates the work assignment.

Signature _____ Date _____

*Administrators select options *a* or *c, f,* or *g.*

STANDARD 8: DEMONSTRATE KNOWLEDGE OF ETHICAL AND LEGAL ISSUES RELATING TO THE USE OF TECHNOLOGY.

Required:

A____ Attend a staff development activity on the Acceptable Use Policy and legal issues relating to technology.

Form TC-1



**Williamsburg-James City County Public Schools
Technology Certification**

**I hereby certify that _____ has fully met each
(Please type or print)
of the Virginia Technology Standards for Instructional Personnel.**

**A copy of the complete Technology Certification worksheet will remain on site with
the recertification folder.**

Advisor Signature

Date

*Please forward a copy of this completed form to (1) the Office of Human Resources,
Attention: Coordinator of Personnel and (2) the Supervisor of Instructional Technology,
Lee Welch. (Please keep the original in your recertification folder).*