



Background

Established on March 4, 1998, the Technology Standards for Instructional Personnel were established and are authorized by § 22.1-16 of the Code of Virginia. They require demonstrated proficiency in the use of technology, which is “demonstrated competence of the technology standards as determined by school administrators.” These standards must be maintained by all instructional personnel, which includes all school personnel required to hold a license issued by the Virginia Board of Education for instructional purposes.

These eight technology standards are listed below, with authentic examples of how these standards are met within Goochland County Public Schools. To become certified, instructional personnel must be observed by a district-appointed representative/witness.

Standard	Observation	Proficient ?
A. Instructional personnel shall be able to demonstrate effective use of a computer system and utilize computer software.	<ol style="list-style-type: none"> 1. Power-on laptop from cold boot. 2. Launches web browser and e-mail application. 3. Connects to a wireless or wired network, and displays the school's own Web page. 4. Can define a network printer, or successfully set-up a USB printer to print. 	
B. Instructional personnel shall be able to apply knowledge of terms associated with educational computing and technology.	<ol style="list-style-type: none"> 1. Identifies the following aspects of the Mac OS X operating system and hardware: <ol style="list-style-type: none"> a. Dock b. menubar c. application menu d. home folder e. ethernet port f. USB port g. CD-ROM eject key 	
C. Instructional personnel shall be able to apply computer productivity tools for professional use.	<ol style="list-style-type: none"> 1. Identifies location of Microsoft applications on laptop. 2. Generates a PDF-based preview of a sample Word or Excel document. 3. Opens a presentation using Keynote or PowerPoint and can navigate through presentation slides using the keyboard or mouse. 	
D. Instructional Personnel shall be able to use electronic technologies to access and exchange information.	<ol style="list-style-type: none"> 1. Sends an electronic mail message or an instant message to the evaluator. 2. Copies the contents of a Web-based search into a word processing document (copy-paste into Word, AppleWorks, TextEdit, or Pages). 	

E.	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.	1. Identifies instructional software applications available to students by name. 2. Accesses a list or collection online of age- and standards- appropriate web resources.	
F.	Instructional personnel shall be able to use educational technologies for data collection, information management, problem solving, decision making, communication, and presentation within the curriculum.	1. Logs-into, and displays report data through PowerSchool Teacher. 2. Maintains grades and attendance through PowerGrade.	
G.	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.	1. Consistent use of technology with students in a lab or classroom setting. 2. Has established and met a individual technology goal.	
H.	Instructional personnel shall demonstrate knowledge of ethical and legal issues relating to the use of technology.	1. Demonstrates legally-appropriate and ethically-sound behavior through publication on their teacher weblog. 2. Has attended the Ethics of Cyberspace and Copyright class in the past ten years and/or 3. Has completed the online safety course using Moodle, or 4. Comes to Goochland with iSafe certification.	

These standards can be found online at: <http://www.pen.k12.va.us/VDOE/Compliance/TeacherED/tech.html>

Certification

These standards have been met by: _____ based upon an evaluation
by school personnel during the _____ school year.

Examined by John Hendron, Supervisor
of Instructional Technology

Employee School Assignment

Date

Employee Signature