Prince George County Schools

Technology Competencies for the Professional Staff

Acquiring skills for the use of emerging technologies must be a goal and an expectation for all professionals in the Prince George County Public Schools. The technology competencies listed below are designed to identify the skills, knowledge, and understanding that teachers and other professionals must possess to successfully present instructional content in the most meaningful and effective way. These competencies are provided so that teachers and administrators will design and access instructional programs that utilize technology as one of the tools to achieve a rich learning environment for all students and teachers.

All professionals must be prepared to:

1. demonstrate the ability to operate a computer system. This would include:
    a). using a computer keyboard and related pointing devices.
    b). using a GUI (graphical user interface) windows etc.
    c). loading and installing basic software.
    d). naming and saving documents and files.
    e). retrieving saved work.
    f). editing saved work.
    g). printing saved work.
    h). formatting and care of disks.
    i). troubleshooting simple hardware/software problems.
    j). implementing the required procedures regarding computer viruses.
    k). using word-processing, database and spreadsheet software.

    2. apply knowledge of terms associated with educational computing and technology. This would include:
    a). The division list of computer/technology vocabulary.

3. apply computer productivity tools for professional use. This would include:
    a). the use of software to assist with administrative tasks.
    b). the use of software to design or customize instructional materials.
    c). the use of software to enhance communications.
    d.) the use of search tools to locate educational resources.

4. use electronic technologies to access and exchange information. This would include:
a.) resources on local and wide area networks.
b.) Internet resources and lesson plans.

5. identify, locate, evaluate, and use appropriate instructional hardware and software to support Virginia's Standards of Learning and other instructional objectives. This would include:
a.) using software/technology resources appropriate to the instructional content.

6. use educational technologies for data collection, information management, problem solving, decision making, communication, and presentation within the curriculum. This would include:
a). the incorporation of word-processing, spreadsheet and database into instruction.
b). using software to prepare and present a lesson.

7. plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings. This would include:

a.) planning and implementing lessons that utilize technology to facilitate instruction.
b.) using technology effectively in various educational settings.

8. demonstrate knowledge of the ethical and legal issues relating to the use of technology. This would include:

a.) The division AUP policy.
b.) The division copyright policy.
c.) Software licensing.

Because technology is ever changing, teachers and other professionals will need to be life-long technology learners who maintain their knowledge, skills, and effectiveness by fully participating in ongoing training and development.

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