

WEST ISD

Staff Core Competencies

Rationale:

In order for technology to have full integration into the K-12 curriculum, there are basic competencies that instructional staff must achieve to utilize technology in their curricula areas. Problems can be solved and work done more efficiently with the aid of word processors, spreadsheets, and databases. Classroom administrative tasks such as electronic grade book provide the teacher with the capability to quickly produce progress reports, report cards, parent communication and increase the capability for instructional management. Multimedia software provides motivation for students and teachers for the creation of individual presentations or projects. Staff must know how to use the technology tools and how those tools relate to the learning environment. Through a good staff development plan, West ISD staff and students will be able to achieve mastery of these competencies.

Therefore, an understanding of competencies in the following domains is essential:

Competency Domains

Terminology	Multimedia
Ethics	Technology Applications
Word Processing	Electronic communications
Spreadsheet	Distance Learning
Database management	Classroom Administration

The competency domain is listed in **bold typeface**, and the corresponding staff development workshop and the topic(s) it covers is listed beneath the domain in *italic typeface*.

1. Terminology

[*Computer Basics 1.1, 1.2, 1.3, 1.4*]

- 1.1 Demonstrate knowledge of the technology terminology and concepts to be both an intelligent consumer and user
- 1.2 Demonstrate knowledge of and functional use of system's input, processing, storage, and output components
- 1.3 Demonstrate knowledge of appropriate use and navigation of a local and wide area network to share resources
- 1.4 Demonstrate the ability to:
 - save/save as files
 - retrieve files
 - rename files
 - copy/duplicate files
 - create folders
 - delete files
 - find files
 - organize files

- backup files
- format disks

2. Ethics

[Computer Basics 1.1, 1.2, 1.3, 1.4]

- 2.1 Demonstrate an understanding of issues relating to copyright laws, privacy, and intellectual property as they relate to technology.
- 2.2 Demonstrate proper netiquette when using wide area networked and the internet.
- 2.3 Demonstrate knowledge of WEST ISD acceptable use policies for electronic communication.

3. Keyboarding

[Computer Basics 2.1, 2.2, 2.3, Word Processing 3.1]

- 3.1 Demonstrate proper use of touch-typing skills

4. Word Processor

[Word Processing 4.1, Graphics 4.2]

- 4.1 Demonstrate knowledge and appropriate use of the following word processing skills relative to computer and software to create and edit and enhance a document:
 - Insert/delete/edit text
 - Copy/move/paste text
 - Find/replace text
 - Use of spell checker and thesaurus
 - Format text using font, size, style, capabilities
 - Alignment of text on a page
 - Format a document
 - Line spacing
 - Spell check
 - Header/footer/footnotes/page numbers
 - Use graphic/clip art
 - Access disk (save, save as, open)
 - Choose a printer and print
- 4.2 Demonstrate the ability to import and manipulate graphics in documents

5. Database Management

[Database 5.1; Internet 5.2; Graphics 5.2]

- 5.1 Demonstrate knowledge and appropriate use of database skills
- 5.2 Demonstrate knowledge and appropriate use of remote databases including but not limited to:
 - Library on-line catalog
 - Internet information searches

- CD-ROM reference software (atlas, encyclopedia, etc.)

6. Spreadsheet Concepts

[Spreadsheet 6.1]

- 6.1 Demonstrate knowledge and appropriate use of spreadsheet skills

7. Multimedia Concepts

[7.1, 7.2, 7.3, 7.4]

- 7.1 Demonstrate knowledge and appropriate use of CD-ROM technology
7.2 Demonstrate use of graphical images
7.3 Demonstrate the ability to operate a projection device
7.4 Demonstrate the ability to create and integrate multimedia presentations into the curriculum

8. Technology Applications

[Curriculum Series 8.1]

- 8.1 Demonstrate an understanding of the basic functions of software packages used in the curriculum and the application of these packages in solving problems.

9. Electronic Communications

[Quickmail 9.1, 9.2, 9.3]

- 9.1 Describe and be able to use local area and wide area resources in order to access, manipulate, and transmit information.
- 9.2 Demonstrate knowledge and appropriate use of electronic mail including:
- Read, delete mail
 - Compose, send, reply, forward mail
 - Send mail to addresses outside the local and wide area networks
 - Create and maintain address books/groups
 - Maintain mail log
 - Send and retrieve enclosures
 - Print messages
- 9.3 Demonstrate knowledge and appropriate use of the following networking skills including:
- Establishing a physical network connection
 - Log in
 - Navigate the network
 - Change passwords (if available)

10. Distance Learning

(applicable to staff working in a distance learning environment)

[Distance Learning 10.1, 10.2]

- 10.1 Demonstrate knowledge and appropriate use of the distance learning equipment including but not limited to:
 - Booting the system
 - Logging a call
 - Manipulation of cameras
 - Use of peripheral devices (whiteboard, document camera, fax, computer, body microphone)
 - Operation and setting of microphones
 - Muting a site
 - Shutting down the system
- 10.2 Demonstration of instructional procedures associated with a distance learning lab
 - Questioning students
 - Calling roll
 - Creating, maintaining and controlling student discussions
 - Eye contact with camera
 - Movement of instructor

11. Classroom Administration

(gradebook 11.1; Teacher Productivity Tools 11.2)

- 11.1 Demonstrate the ability to:
 - create classes
 - enter students
 - creating assignments
 - enter grades
 - set up grade categories
 - edit categories
 - edit grades
 - edit students
 - create and maintain cumulative records
 - print reports
- 11.2 Demonstrate the ability to:
 - create worksheets, puzzles, study sheets
 - create tests
 - create lesson plans

Novice Level	(Year 1)
Computer Basics	[1.1, 1.2, 1.3, 1.4, 2.1, 3.1]
Microsoft Office	[1.4, 3.1, 4.1]
GroupWise	[2.3, 9.1, 9.2, 9.3]
TXGradebook Program	[11.1]
Intermediate Level	(Year 2)
Database	[1.4, 5.1]
Internet	[1.4, 2.2, 5.2]
Spreadsheet	[1.4, 6.1]
PowerPoint	[1.4, 7.1, 7.2, 7.4]
Advanced Level	(Year 3 & 4)
Curriculum Series (Math, Science, Writing, Social Studies)	[8.1]
Graphic Tools	[4.2, 5.2, 7.1, 7.2, 7.3]
Distance Learning	[10.1, 10.2]