



Essex County Public Schools Instructional Technology Requirements

Technology portfolios must contain evidence of mastery of Virginia Technology Standards of Instructional Personnel. School administrators will review portfolios with assistance from designated personnel. To qualify as “Evidence of Mastery,” submissions must consist of items specified under each Standard. Administrators may modify the activities as appropriate to their administrative tasks. The Assistant Superintendent of Instruction and the Instructional Technology Director will evaluate Administrators.

Place a check mark by the items submitted under each standard. Label each item with your name, the number of the standard it supports, and the letter of the activity.

The SAME sample may be submitted for more than one standard if it combines elements of more than one lettered activity. For example, one document may incorporate word processing and a spreadsheet and therefore satisfy two items. Likewise, if your web page contains several distinct sections (i.e., student work as well as resource information for parents and/or students, it could satisfy requirements for both 3j and 6i. The evaluator reviewing the submissions will make final judgment.

Standard 1: Operate a computer system and utilize software.
[Choose any two of the following]

A. _____	Share a document you create using Google docs with the ITRT
B. _____	Upload a document or file to Google drive and share with the ITRT
C. _____	Create a technology help desk ticket using the Zendesk interface

Standard 2: Apply knowledge of terms associated with educational computing and technology. [One of the following]

A. _____	Create a Google Document and Share with ITRT that defines the following Key computer terms. (Hard drive, Mouse, WIFI, Icon, HTML, flash memory, USB, PDF, ISP, URL, RAM, software and hardware.
B. _____	Upload an activity or lesson plan you have developed to teach appropriate technology vocabulary to your students.

Standard 3: Apply productivity tools for professional use
[Choose any two of the following]

A. _____	Share a lesson plan that shows use of any form of technology with the ITRT
B. _____	Create a quiz using Google forms and share with ITRT
C. _____	Share a computer-generated crossword, word search, or other puzzle or game (not word processed).

Standard 4: Use electronic technologies to access and exchange information
[Choose any two of the following]

A. _____	Share a lesson plan that incorporated students active use of the world wide web
B. _____	Share a document that includes a list of two professional organizations which provide valid educational resources, such as lesson plans or worksheets.
C. _____	Send an email to the ITRT that includes an attached document

Standard 5: Identify, locate, evaluate, and use appropriate instructional technology-based resources (hardware and software) to support SOLs and other instructional objectives. [Choose any two of the following]

A. _____	Upload a lesson plan that incorporated digital streaming video usage by students in an instructional setting.
B. _____	Upload a lesson plan that incorporates use of a class set of laptops by students.
C. _____	Share a list of technology resources available in your school

Standard 6: Use educational technologies for data collection management, problem solving, decision-making communications, and presentations within the curriculum. [Choose any two of the following]

A. _____	Use of Google forms to create a professional or instructional form to collect data.
B. _____	Evidence of student collaboration using word processing programs such as Google Docs.
C. _____	Share a teacher created presentation, powerpoint, prezi or Google Slides

Standard 7: Plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings.

[Choose any two of the following]

A. _____	The signature of your principal or designee that they observed a lesson that successfully included student use of technology _____ Print name and signature
B. _____	Share a lesson plan that incorporates use of student's hands on use of interactive whiteboard.
C. _____	Share a lesson plan that meets the needs of all types of learners using technology.

Standard 8: Demonstrate knowledge of ethical and legal issues relating to the use of technology (Both are required)

A. _____	Print, read and sign the Essex Policy on copyrighted materials (EGAA)
B. _____	Read and abide by the ethical and legal standards set forth in ECPS Acceptable Use Policy (AUP).



Essex County Public Schools Instructional Technology Portfolio Signature Sheet

All instructional personnel must show evidence of mastery of the State Technology Standards within one year of initial employment by submitting a completed technology portfolio. The portfolio must sufficiently meet each standard as indicated in the technology portfolio requirements document.

Please check the Technology Standards you have submitted for review:

	Standard 1:	Operate a computer system and utilize software.
	Standard 2:	Apply knowledge of terms associated with educational computing and technology.
	Standard 3:	Apply productivity tools for professional use.
	Standard 4:	Use electronic technologies to access and exchange information.
	Standard 5:	Identify, locate, evaluate, and use appropriate instructional technology based resources (hardware and software) to support SOLs and other instructional objectives.
	Standard 6:	Use educational technologies for data collection, information management, problem solving, decision-making, communications, and presentations within the curriculum.
	Standard 7:	Plan and implement lessons and strategies that integrate technology needs of learners in a variety of educational settings.
	Standard 8:	Demonstrate knowledge of ethical and legal issues relating to the use of technology.

Submit completed, signed portfolio to the ITRT

I certify that I have completed the enclosed activities independently:	

Print	
_____	_____
Signature	Date
Completed	
_____	_____
ITRT Signature	Date