

Media Specialists: Choose One

1. Make a technology-based *presentation* for students using one of the following below:
2. Use a technology-based *lesson plan* for students using at least one of the following:

- **Microsoft Office** (Word, Excel, PowerPoint, Access, Front Page, or Publisher)
- **Accelerated Reader**
- **Paint Shop Pro**
- **Adobe PageMaker** or InDesign
- **Internet**
- **Other educational software in your school**
- **Peripheral devices** (digital cameras, graphic calculators, probeware, scanners, SMART Board, AirLiner, document camera, GPS devices, classroom response systems, etc.)

On-line documentation will follow the same format as specified for teachers in the previous section.

Guidance Counselors: Choose One

1. The use of PowerSchool for scheduling.
2. Others are requested to make a technology-based presentation* in the classroom using at least one of the following:

- **Microsoft Office** (Word, Excel, PowerPoint, Access, Front Page, or Publisher)
- **Accelerated Reader**
- **Paint Shop Pro**
- **Adobe PageMaker** or InDesign
- **Internet**
- **Other educational software in your school**
- **Peripheral devices** (digital cameras, graphic calculators, probeware, scanners, SMART Board, AirLiner, document camera, GPS devices, classroom response systems, etc.)

* **Presentation should address a student-centered lesson such as bullying/cyberbullying, Internet safety, social responsibility, etc. OR the development of the career and academic plan (or related topic) and must be technology-based.**

On-line documentation of technology-based presentations will follow the same format as specified for media specialists in the previous section. PowerSchool documentation requires a principal's signature.



Pittsylvania County Schools

**Technology
Certification Standards**
<http://www.pcs.k12.va.us/portfolio>

Overview

Technology Certification Standards Overview:

In order to meet the Technology Certification requirements, **teachers, media specialists, and guidance counselors** must complete the mandatory requirements as outlined in this publication. *Certification requires the successful completion of ONE of the items listed by the end of the first semester.*

Teachers: Choose One

1. Use a lesson in which **STUDENTS USE TECHNOLOGY OR CREATE A TECHNOLOGY-BASED PROJECT** using one of the following:

- Microsoft Office (Word, Excel, PowerPoint, Access, Front Page, or Publisher)
- Accelerated Reader
- Paint Shop Pro
- Adobe PageMaker or InDesign
- Internet
- Other educational software in your school
- Peripheral devices (digital cameras, graphic calculators, probeware, scanners, SMART Board, AirLiner, document camera, GPS devices, classroom response systems, etc.)

Documentation includes printed confirmation generated by completing the online form, printed sample copy of any written assessments (i.e. worksheets) used in your lesson/project and printed sample copy of a student's work. **(Delete the student name from the submitted material)**

2. Conduct an in-service or workshop that includes teaching technology skills to faculty or department. This workshop and its content must be pre-approved by your principal and contain the following documentation:

- Agenda for workshop or in-service
- Handouts distributed to attendees
- Topics covered
- Attendance roll

3. Attend a Moodle course or workshop to develop an online class with the following documentation needed:

- Present documentation of attendance to a Moodle course or workshop to develop an online class.
- Minimum documentation: Enrollment of students and the development of an online test and/or announcements.

Technology Certification Standards - *Teachers Continued:*

Data collection and documentation is to be submitted on-line. **Print the confirmation page and place in your portfolio for review.** Also, include any supporting materials for review. *The web site address for submitting your information is <http://www.pcs.k12.va.us/portfolio>.*

The following items will be included on the web page form submission:

I. Please provide source of lesson/project

- A. Self
- B. Colleague
- C. Resource publication
- D. Internet Please identify URL of the lesson plan.
(i.e., <http://www.thinkfinity.org/home.aspx>)
- E. Other

II. Goal/Objective of the Lesson/Project:

III. SOL addressed:

IV. Materials (include software/peripherals used):

V. Procedures (Please list step-by-step instructions describing how students used technology.)

VI. Assessment of lesson/project: (What method did you use to assess your students? Ex: Rubric, Lab worksheets, etc.)

- A. Please insert a printed sample copy of any written assessments (i.e. worksheets) used in your lesson/project into your Teacher Technology Certification portfolio folder.
- B. Please insert a printed sample copy of a student's work.
Note: ***Please delete the student name from the submitted material.***

VII. Critique:

- A. Please identify the strengths and weaknesses of your lesson/project. (What worked well? What would you have done differently? Would you use this lesson/project again?)
- B. May we have your permission to use this lesson/project posted on the instructional website for other teachers?