

Performance Enhancement

Technology Skills Identified: Teacher Individual Skill Self Assessment

Measurement Scales

Computer competencies at each position are defined in terms of their required skill level, organizational importance and priority. Staff will be able to self assess where they are on the technology learning continuum. This is done using the following scales.

Skill level

Mandatory: Fundamental to job success

Value Added: Enhances quality of work produced

Leadership: Ability to mentor others

Position Importance

R - Required to function in the position

S - Supports success at the position

O - Occasionally helpful to the position

Self-Assessment

M - Mastery Skilled, very competent in the use of the skill and able to provide mentorship

C - Competently skilled, proficient in the use of the skill

U - Unskilled, no knowledge of the skill

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Skill Set	Position Importance			Self-Assessment		
	R	S	O	M	C	U
BASIC COMPUTER OPERATION/WORK ENVIRONMENT						
<i>Mandatory Skills</i>						
• Log on to the network						
• Start and close a program						
• Use and change a password						
• Navigate between drives						
• Access on-line help						
• Save, find, delete and organize files and folders						
• Print a file						
• Use proper shutdown procedures						
<i>Value Added Skills</i>						
• Cut/copy between programs						
• Format a floppy disk						
• Save a file as a different type						
• Create and work with a shared folder/file						
• Backup files/folders						
• Move between multiple programs						
• Connect and use audio, video and other equipment						
• Leadership						
• Use WinZip or similar program to compress/expand files						
PRESENTATION & DELIVERY						
<i>Mandatory</i>						
• Create multimedia presentations incorporating text & graphics						
<i>Value Added</i>						
• Balance text and graphics for visual effect						

<ul style="list-style-type: none"> • Create visual images by using tools such as paint and draw programs 								
<ul style="list-style-type: none"> • Access sound clips or recorded voice 								
<ul style="list-style-type: none"> • Gather graphics, audio, video and text from remote sources 								
<ul style="list-style-type: none"> • Apply general principles of graphic layout and design to a document in process 								
<ul style="list-style-type: none"> • Emphasize information, using placement and colour 								
Leadership								
<ul style="list-style-type: none"> • Prepare instructional documents 								
<ul style="list-style-type: none"> • Create and navigate a multiple-link document 								
<ul style="list-style-type: none"> • Take into account diversity of audiences 								
RESEARCH APPLICATIONS								
Mandatory								
<ul style="list-style-type: none"> • Access sites on the Internet 								
<ul style="list-style-type: none"> • Perform internet searches 								
<ul style="list-style-type: none"> • Navigate CD ROM 								
WORD PROCESSING								
Mandatory								
Compose, revise and edit text using features of a word processor as:								
<ul style="list-style-type: none"> • Cut, copy and paste 								
<ul style="list-style-type: none"> • Print 								
<ul style="list-style-type: none"> • Spell check 								
<ul style="list-style-type: none"> • Text alignment 								
<ul style="list-style-type: none"> • Change font size and style 								
Value Added								
Design a document with attention to page layout, that incorporates:								
<ul style="list-style-type: none"> • Headers, footers 								
<ul style="list-style-type: none"> • Margins 								
<ul style="list-style-type: none"> • Bibliography 								
<ul style="list-style-type: none"> • Thesaurus 								
<ul style="list-style-type: none"> • Index 								
<ul style="list-style-type: none"> • A table of contents 								
<ul style="list-style-type: none"> • Tables 								
<ul style="list-style-type: none"> • Columns 								
<ul style="list-style-type: none"> • Find and replace 								

• Tabs							
• Footnotes							
• Sound and video							
• Text from other sources							
• Graphs from other sources							
• Integrate text and graphics to form a meaningful message							
• Convert digital text files to different file types							
• Balance text and graphics for visual effect							
Leadership							
• Mail merge							
• Creating HTML documents							
• Creating dynamic integrated Office documents							
• Desktop Publishing							
SPREAD SHEETS							
Mandatory							
• Design, create and modify a spreadsheet							
• Enter, manipulate and present data							
• Use functions							
• Generate graphs from a spreadsheet							
Value Added							
• Integrate a spreadsheet into a text document							
• Integrate graphs generated by a spreadsheet into a text document							
Leadership							
• Create and link multiple worksheets							
• Display data electronically through graphs and charts							
DATA BASE							
Mandatory							
• Read information from a prepared database							
• Enter and manipulate data							
Value Added							
• Integrate information from a database into a text document							
• Incorporate data, graphics and text in a report							
Leadership							
• Design, create and modify a database							

COMMUNICATION							
<i>Mandatory</i>							
• Send and receive email messages							
• Delete email messages							
• Create an email attachment							
• Forward and reply to email messages							
<i>Value Added</i>							
• Create an address book							
• Send multiple mail outs							
SOFTWARE							
<i>Mandatory</i>							
• Word							
• PowerPoint							
• Digital Report Card							
• Internet Browser							
• Email software							
• Acrobat Reader							
<i>Value Added</i>							
• Excel							
• Adobe Photoshop							
• Dreamweaver							
<i>Leadership</i>							
• Video/Audio Production							
• Web Authoring							
• HTML							