

Ashland School District Staff Technology Skill Expectations

This list of technical skills was developed by examining changes in the Ashland School District and what skills and knowledge staff will need to have in order to function effectively and efficiently in the district. The list was created by surveying employee groups, technical staff and administrators. This list does not reflect instructional or curricular needs and applications of these skills.

Computer Management Skills – This list attempts to share what skills staff need in order to fully participate in district procedures and practices. For example the district uses email as the standard way of sharing information and every staff member needs to know how to use Outlook in order to stay informed.

Curriculum and Technology Skills – Teachers in the Ashland School District need additional skills to use technology effectively as an instructional tool. The “Curriculum Skills” section identifies these skills with the understanding that this is a dynamic list that changes on a continual basis due to research, experience and availability of technology resources. This list is separated into two skill levels basic and advanced. The basic levels are skills that every staff member should know and be able to do. The advanced levels are skills which are desired.

Basic Computer Knowledge

Basic Level

1. Log in and out of district network.
2. Launch and exit a software program.
3. Save file to different locations (disk, hard drive, desktop).
4. Load and run a CD and DVD.
5. Save files in different formats.
6. Open files of different formats.
7. Save Data to a writeable CD, Flash Drive, DVD, etc.
8. Create folders. Be able to name and save them.
9. Understand drive letters, folder locations, and how to access them.
10. Minimize/Maximize/resize screen and applications.
11. Locate, rename, move, copy, and delete files and folders in numerous applications.

Advanced Level

1. Perform basic troubleshooting like checking for power, loose cables, printer jams, etc.
2. Awareness of other drives; drop folders, assignment folders, etc. and how to access them.

General Procedures

1. Use AESOP to request a substitute teacher.
2. Use Skyward Employee Access.
3. Use district website to:
 - Access forms
 - Find reference and resource materials
4. Use software provided by the district as it becomes available.

Word Processing

Basic

1. Create a new document.
2. Save file into a specific folder.
3. Use basic formatting features like bold, underline, font and font size.
4. Set margins, paper layout and printing features.
5. Set and adjust margins.
6. Use cut, copy and paste.
7. Save document in various formats including flash drives, and PDF's.
8. Adjust printing options, color, print specific selections and pages.
9. Use mouse efficiently and use keyboard shortcuts. (cut, copy, paste, print)
10. Use the spell check, grammar and thesaurus features.
11. Include graphics, clip art or picture.
12. Create documents with columns, headers and footers.
13. Locate, rename, move, copy and delete documents, files and folders.

Advanced

1. Set and use various types of tabs.
2. Create and format tables.
3. Create and save templates.
4. Include charts and graphs.
5. Customize, understand and use toolbars.
6. Create a form letter and mail merge data into it.

E-Mail

Basic

1. Log onto district server and download/get your messages.
2. Understand what an email address means (domain name).
3. Reply to a message.
4. Send a message.
5. Forward a message.
6. Create folders and save messages to the folders.
7. Delete messages from your folders and inbox.
8. Send and receive attachments.
9. Understand Internet and email etiquette.
10. Understand how "cc" and "bcc" work and when to use them.
11. Understand "all staff" versus specific building staff.
12. Understand security issues related to attachments.
13. Recognize various icons and know their meanings.
14. Check your district email using the web from a remote location.
15. Sending pictures as attachments

Advanced

1. Create and maintain an address book/contacts/distribution lists.
2. Understand the differences between Newsgroups, Listservs and distribution lists.
3. Understand and be able to use email shorthand and symbols.
4. Distinguish between "reply" and "reply all".

Presentations and Graphics

Basic

1. PPT: Create a basic PowerPoint presentation.
2. PPT: Understand, select and be able to use basic message design principles.
3. PPT: Edit a presentation.
4. PPT: Print viewer handouts.
5. Understand various file formats used with graphics.
6. Locate graphics and clip art on the Internet.
7. Import graphics into a variety of programs.
8. Understand the copyright and fair use laws.

Advanced

1. PPT: Animate slides appropriately.
2. PPT: Link a video into a presentation (United Streaming).
3. Use a digital camera to capture images and import to computer.
4. Ability to produce and burn DVD's
5. Publisher: Create a simple one-page newsletter.
6. Photo Editing: Use a graphics program to manipulate a graphic.
7. Photo Editing: Change resolution and file types of graphics.
8. Use a scanner to capture images and import to computer.
9. Use a video camera to make a movie/video.

Spreadsheet

Basic

1. Be able to navigate between sheets.
2. Understand and input simple formulas.
3. Paste automatic formulas.
4. Format worksheets, cells, text and numbers.

Advanced

1. Create a new worksheet with basic math functions.
2. Create a chart or graph using data in a worksheet.
3. Create basic formulas from scratch (add, subtract, etc).
4. Import a sheet into a word processing document.
5. Be able to complete sorts/links.
6. Print documents in various formats.

Web Browser

Basic

1. Enter an address and open a specific Web site.
2. Be able to click and navigate through a web site.
3. Be able to explain the basic buttons on the toolbar.
4. Add a web site to your favorites list.
5. Delete a favorite from your list.
6. Ability to locate and use district purchased resources (DVD's, video tapes, written materials, etc.)
7. Use several search engines and searching techniques to find information or web sites.

8. Evaluate a web site for use with students.
9. Check your district email using your browser and OWA - Outlook Web Access.
10. Locate, open and use the history folder.
11. Locate information on the district web site.

Advanced

1. Create folders to organize your favorites and add favorites to it.
2. Be able to design a web page.

Grading and Attendance

Basic

1. Secondary teachers will use the district adopted electronic gradebook (Skyward - Educator Access +) to record and submit student progress.
2. Secondary teachers will use the online grade posting system (Skyward Educator Access +) to communicate student progress with parents on an ongoing basis.
3. Use Skyward Educator Access +for attendance.
4. In the future all teachers will use the electronic gradebook to record attendance and grades.

Curriculum Skills

The following statements are the skills needed to make the best use of technology in an instructional setting. The skills are intended as a guide to teachers and other instructional staff.

Basic

1. Lessons/units should reflect best practices for brain compatible learning, assessment, questioning, teaching, learning and technology.
2. Lessons/units should be based on best practices including motivation, inquiry, active involvement, ongoing assessment, needs of the student and thinking critically.
3. Lessons/units should include and reinforce critical thinking.
4. Lessons/units should be differentiated according to student's ability.
5. Lessons/units should be based on essential questions.
6. Lessons should include learning targets based on the standards.
7. Lessons/units should be standards-based which are assessable.
8. Assessments should match the performance indicated in the standard and include a variety of formative and summative assessments.

Smart Board

Basic

1. Understand how to turn on and connect the Smart Board.
2. Understand how to activate and use the tools in the pen tray.
3. Understand using your finger as a smart board tool.
4. Understand how to bring the keyboard up.
5. Understand how and when to orient your SmartBoard.
6. Open and use software applications while in the SmartBoard application.
7. Be able to open and use the Notebook Software, menu bar, tools, side tabs, Page Sorter, Gallery and attachments.
8. Know how to manipulate objects in the SmartBoard Software.

9. Use the text/ shape recognition.
10. Insert different media into SmartBoard lessons
11. Know how to search for and download on-line lessons for the SmartBoard.
12. Know how to create interactive lessons for the SmartBoard using reveal, identify & label, Drag and Drop, Infinite Cloner, and magic pen.

Advanced

1. Determine uses for Ink Aware applications.
2. Design lessons which incorporate the interactive clickers for the SmartBoard.

We can support you in developing these skills by providing:

- After school classes
- Evening classes
- Summer classes
- Tutoring
- Department level classes or exchange sessions
- Grade level classes or exchange sessions
- Employee group classes or exchange sessions
- Staff Development day classes
- Sessions during the day using prep times or other times
- We can develop a class to cover a specific task within an application or an entire application.

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