

Region 8

(Kern, San Luis Obispo, Santa Barbara, Ventura Counties)

Technology Certification Program Proficiency Checklist

Level Three: Leadership Proficiency

Objective: To increase the number of educators that possess superior knowledge, skill, and inclination, vis-à-vis the application of education technology to enhance teaching and learning on an institution-wide basis. In addition, these educators are able to:

- Assist in the development, revision and implementation of technology plans
- Assist site, district, and/or county office of education administrative support personnel in the ongoing management of network platforms, including local trouble-shooting, user assistance services, and Web site development and management
- Serve as a credible public advocate who can promote acceptance and support of technology in all curricula

Educators wishing to apply for Level Three - Leadership certification must do the following:

- Complete an application
- Submit three letters of recommendation. At least one letter must come from a district level supervisor, (e.g., district technology coordinator, director, assistant superintendent, or curriculum director)
- Submit a portfolio that meets the portfolio requirements to the Advisory Committee by one of the submission dates.

Areas marked “Include in Portfolio” must have artifact(s) showing attainment of that proficiency in the portfolio. All examples must be educationally relevant.

Renewal of Certificate by resubmitting an updated portfolio every two years is required (See Guidelines)

For each proficiency, please write a narrative description of how the examples meet the standards

Prof. #	Proficiency Standards (What teachers should know)	Clarifications and Examples (Demonstrate by including in a Portfolio.)	Two Year Renewal Guidelines
3.L.1	Assist in the development and implementation of technology plans.	Include Technology Plans and/or Document in letter of recommendation	Update Plans and/or letter of recommendation
3.L.2	Assist site, district, and/or county education office administrative support personnel in the on-going management of network platforms, including local trouble-shooting, user assistance services, and Web management.	Document in letter of recommendation	Update letter of recommendation

Prof. #	Proficiency Standards (What teachers should know)	Clarifications and Examples (Demonstrate by including in a Portfolio.)	Two Year Renewal Guidelines
3.L.3	Is key to the creation and development of district level education technology policy.	Document in letter of recommendation	Update letter of recommendation
3.L.4	Serve as a credible public advocate who can promote acceptance and support of technology in all curricula.	Possible artifacts may include: <ul style="list-style-type: none"> • Flyers, news articles, letters of recommendation listing examples. • Examples/Agendas from conference/board presentations. • Presentations to the following groups: <ul style="list-style-type: none"> - PTA/PTSA - Chamber of Commerce - Service Clubs - School Board/Boards • Speak or give information to the following groups: <ul style="list-style-type: none"> - Television. Radio, Newspaper • Serve as an advocate by the following: <ul style="list-style-type: none"> - Publish “letters to the editor” - Serve on non-education related committees - Publish education technology related articles Include a range of examples in portfolio	Update artifacts demonstrating continued technology leadership
3.L.5	Possess superior knowledge and skills to a wide variety of education technology alternatives (hardware and software) and to determine which systems, platforms, and/or media present the best cost-benefit to the organization.	Possible artifacts may include: <ul style="list-style-type: none"> • Projects and/or policies and procedures concerning, budget, staffing scheduling, and security for managing computers/technology in a variety of instructional and administrative school settings. • Budget and budget presentation examples Include a range of examples in portfolio	Update artifacts demonstrating continued technology leadership
3.L.6	Demonstrate the propensity and ability to effectively communicate to a wide range of audiences the importance and value of education technology.	Possible artifacts may include: <ul style="list-style-type: none"> • Conference flyers • Speaking Materials • Thank you letters • Workshop support materials • Tutorial guides, etc. Include a range of examples in portfolio	Update artifacts demonstrating continued technology leadership