

Region 8

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

Technology Certification Program Proficiency Checklist

Level Three: Mentor Proficiency

Objective: To facilitate the attainment of Basic Proficiency (Level One) and Professional Proficiency (Level Two) among teaching professionals by modeling technology integration to all current educators. Be a role model in the use of educational technology, and those skills pursuant to site and district level staff development workshops and local peer-to-peer mentoring.

Educators wishing to apply for Level Three - Mentor 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.M.1	Produce and/or adapt lessons and presentations, which use a variety of technology tools and media to advance the learning, understanding, and general acceptance of the value of education technology, and is aware of emerging trends in educational technologies.	<p>Demonstrate one of the following:</p> <ul style="list-style-type: none"> • Identify basic principles of instructional design associated with the development of multimedia and hypermedia learning materials. • Develop simple hypermedia and multimedia products that apply basic instructional design principles. • Develop or participate in instructional units that involve compiling, organizing, analyzing, and synthesizing of information and use technology to support these processes. <p>Include a range of examples in portfolio</p>	Add one new lesson that is based on the California content standards
3.M.2	Is acknowledged by peers as a role model educator who consistently meets the highest standards of teaching/coaching effectiveness.	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.M.3	<ul style="list-style-type: none"> • Is sufficiently proficient and current in the use of a range of education technology tools and associated teaching techniques. • Is able to instruct others in their application, and coach them to the attainment of Instructional Proficiency. 	<p>Demonstrate the following skills:</p> <ul style="list-style-type: none"> • Design and practice methods and strategies for teaching concepts and skills related to computers and related technologies in a lab and classroom setting. • Practice methods and strategies for teaching technology concepts and skills in a lab and classroom setting. • Identify and use national, state, and local guidelines to develop curriculum plans for integrating technology in the K-12 environment. <p>Include staff development materials from a range of workshops in portfolio.</p>	Update Artifacts
3.M.4	Actively utilizes and shares these skills in a mentoring capacity with other teachers.	<p>Demonstrate the following skills:</p> <ul style="list-style-type: none"> • Lead a variety of inservices/workshops (4 minimum) over a period of a year (or more) covering different technology topics. <p>Note: tutorials, on-line and one-on-one mentoring examples should also be included.</p> <p>Include in-service/conference agendas or conference programs with workshop description in portfolio illustrating variety and relevance of topics</p>	Update Artifacts
3.M.5	Demonstrate Level Two leadership by serving as a mentor teacher, department head, grade-level chairman, presenting at conferences, or leading district-level staff development workshops.	<p>Include a range of leadership examples in portfolio; and Document in letter of recommendation</p>	Update letter of recommendation
3.M.6	Demonstrate professional growth through networking and collaboration with technology using colleagues.	<p>Professional growth examples may include:</p> <ul style="list-style-type: none"> • Attend Technology Conference, Summer Technology Institutes, and Workshops • Subscribe to listservs, newsletters, periodicals, etc. • Seek out collaborative exchange opportunities <p>Include a range of examples in portfolio</p>	Update Artifacts