

# Teacher Technology Portfolio Guidelines RCSD1

## Purpose

1. Document mastery of the RCSD1 technology competencies as required by District Strategic Plan 5.6 and the SDE Teacher Technology Proficiency Proviso.
2. **Show technology proficiency as required by GBE.**
3. Show growth in the use of the technology competencies over time.
4. Provide a reflection of your teaching practice.

## General Guidelines

1. Keep your documentation of the technology competencies in a **three-ring binder**.
2. **Put your name, your position, and your school's name on the front cover** of your three-ring binder. (i.e., Sandra Jones, 4<sup>th</sup> grade teacher, Richland Elementary School)
3. All Summary Checklists should remain in your binder along with the current one. Put new checklists in front of the older ones.
4. **Write the competency number(s)** on the upper right-hand corner of each piece of documentation along with the school year in which the documentation was added to the portfolio.
5. **Put the documents in order** by competency number behind the appropriate tabbed sheet. **Do not make duplicate copies of a lesson plan to place behind each tab. Enter all competencies covered in the top right-hand corner and place behind the tab that covers most of the competencies.**
6. When using one document as an entry for more than one competency, **highlight or mark those parts of the entry that meet the particular competencies** listed at the top of the document.
7. The same competencies in the Progressive, Proficient, and Exemplary levels may be documented more than one year; however, **new samples must be included each year** showing some progress and growth since the submission of the previous year's samples.
8. Put documents from the **current school year in front** of those from last year.
9. Your best work for each competency should be kept in the portfolio. **Do not include multiple samples** of the same competency in the same year.
10. All teachers are expected to complete the Entry level in their first year in RCSD1.
11. After completing the Entry level, teachers are expected to **document five to nine competencies a year** in the Progressive, Proficient, or Exemplary levels.
12. Teachers are expected by the SDE to be working at the Proficient level by the time their certificate next expires.
13. **Collaborate with your technology educator and school information technology specialist (media specialist) in planning your technology lesson.**
14. **As you add documentation to your portfolio, check off those items on the Summary Checklist as complete. Your school information technology specialist or district technology educator will initial that these competencies have been met.**

PG1, PG2,  
PG3, PG5

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