

Entry Level Competencies

Entry level competencies cover basic computer skills.

| RCS D1 Competency | Entry Level |
|-------------------|---|
| E1 | Operate a computer system to use software successfully. |
| | <ul style="list-style-type: none"> ▪ Utilize troubleshooting strategies for solving routine hardware and software problems. ▪ Create documents using a word processor and presentation software. |
| E2 | Use technology tools to locate and evaluate information from a variety of sources. |
| | <ul style="list-style-type: none"> ▪ Uses search tools effectively for Internet and other electronic resources. ▪ Evaluates sources based on authority, currency, accuracy, objectivity, navigation, technical quality. |
| E3 | Demonstrate knowledge of ethical and legal of computing and technology. |
| | <ul style="list-style-type: none"> ▪ Abide by the district Acceptable Use Policy. ▪ Comply with the Copyright Act and Fair Use Guidelines. ▪ Comply with software licensing agreements. ▪ Cite sources of information in proper format. |
| E4 | Demonstrate skill in using productivity tools for professional and personal use. |
| | <ul style="list-style-type: none"> ▪ Effectively use word processing software to create documents. ▪ Effectively use multimedia software to present information. ▪ Effectively use e-mail to communicate. |
| E5 | Use technology resources to engage in ongoing professional development and lifelong learning. |
| | <ul style="list-style-type: none"> ▪ Stay abreast of new and emerging educational technologies by reading journals, joining discussion groups and educational organization, and/or attending workshop and conferences. |

Evidence for documenting the Entry Level Competencies:

- E1**
1. Word Document
 2. Power Point Document
 3. Evidence of troubleshooting such as a written statement or a completed troubleshooting log (available from your ITS) showing a technology problem that you addressed.

- E2**
1. A printout of the first page of the search results done using a search engine such as: www.google.com, www.altavista.com, www.find.com, etc.
 2. One website evaluation done by using the evaluation form found at www.richlandone.org/services/its/Documents/evalform.doc

E3 Sign the Ethical and Legal Use Statement on the red portfolio tab.

E4 Use the Word and Power Point documents used for E1 and **add a copy of an e-mail.**

E5 A copy of a professional article (pertaining to integrating technology into education or using technology in a guidance program or using technology for professional purposes) from either a magazine or the Internet

OR

Proof of your participation in a technology related class, workshop, presentation, ongoing study/action research group or professional organization.

Ethical and Legal Use Statement

All personnel in Richland One must read the district Acceptable Use Policy and agree to follow the guidelines outlined in the policy. District employees must also follow all Copyright Act, Fair Use Guidelines, and software licensing agreements. Policies and guidelines are available for review from the Richland One web site. Please sign below to indicate that you have read and understand the Richland One policies and guidelines and that you agree to comply with those guidelines.

_____ signature

_____ date

Each guidance counselor in Richland County District One must meet the Entry level competencies the first year they are in the District. Competencies in the Entry level only need to be satisfactorily documented once. This is the only competency level to which documents may be not be added year after year.