

Richland County School District One
Performance Evaluation Instrument
for Personnel on the Instructional Support
and the Administrative Salary Schedules
and
for School-Based Instructional Support Personnel on the Teachers Salary Schedule

Section III: Performance Standards

Check list for Technology Use

Adapted from the ISTE Technology Standards for School Administrators

Performance Standard	Evidence
1. Long Term Planning	<p>___ The long-term plan is done on the computer AND</p> <p>___ The long-term plan includes the use of technology in goals and activities to support the District's Technology Plan.</p>
2. Short Term Planning	<p>___ The employee explains how technology is used to increase his/her efficiency and effectiveness on the job.</p>
3. Management of Resources	<p>___ The employee explains or shows evidence of planning or advocating for the financial and support needs of technology used in programs and services for which the employee is responsible. This might be accounted for in the long-term plan or in a plan for a program or service or in a meeting agenda AND</p> <p>___ The employee shows evidence of advocating for or including in a program or service at least one of the following: ensuring equity of access to technology for students; identifying and communicating social, legal, and ethical practices to promote the responsible use of technology; promoting and enforcing privacy, security, and online safety related to the use of technology; promoting and enforcing environmentally safe and healthy practices in the use of technology; or promoting and enforcing copyright law and fair use guidelines in the use of technology resources. This might be included in the long-term plan or in a plan for a program or service.</p>
5. Initiative	<p>___ The employee explains or shows evidence of sharing promising/best practices with peers and/or other professionals involving the use of technology in programs and services for which the employee is responsible. Evidence might be (but is not limited to) such items as email, a web page, workshop agenda/plan, professional development agenda/plan, meeting agenda or notes describing the practice OR</p> <p>___ The employee explains or shows evidence of accommodating changes brought on by technology use in programs and services for which the employee is responsible. Evidence might be (but is not limited to) such items as email, a web page, workshop agenda/plan, professional development agenda/plan, meeting agenda or notes describing the change and how it was accommodated by the employee.</p>
6. Problem Solving	<p>___ The employee shows evidence of monitoring and analyzing data related to technology use in programs and services for which the employee is responsible. Suggested evidence is documents showing data and the analysis of the data.</p>

7. Productivity	<p>The employee shows evidence of being able to use ALL of the following:</p> <ul style="list-style-type: none"> ___ word processor ___ email ___ other appropriate software such as MUNIS, SASI, multimedia (PowerPoint, Publisher), spreadsheet, database <p>Documents created with these programs serve as evidence.</p>
9. Professional Growth	<p>___ The employee shows evidence of having engaged in the self-assessment of personal and professional use of technology in order to identify areas of need or improvement. A completed Profiler survey, a self checklist, or a narrative are examples of evidence OR</p> <p>___ The employee shows evidence of engaging in job-related professional development involving the use of technology. Examples of evidence are: URL or copy of an article related to the employee's job and technology, documentation of participation in a listserv or electronic newsletter that pertains to the use of technology as it relates to the employee's job, the agenda of a workshop or class attended or led by the employee that dealt with some aspect of technology as it relates to the employee's job, or the program from a conference that the employee attended that included sessions on the use of technology as it pertains to the employee's job.</p>