

Oh NoNot the Portfolio!!

The FAQ's of the Technology Portfolio Process

Q: Who should I contact at my school if I need assistance with my portfolio?

A: Your school-based ITS(s) should be the first person you contact to introduce you to the portfolio process. They will give you the portfolio tabs with detailed information about each of the four portfolio levels. Your ITS can assist you in completing the Entry Level of the portfolio and can show you where to access any forms and documents you will need when completing your portfolio. Your school's Technology Educator can assist you with questions you have on the Progressive, Proficient, and Exemplary Levels.

Q: When is the deadline for teachers to submit their portfolios?

A: The deadline for those certified staff members who are up for certificate renewal will be set by your school's technology educator as they are the ones who will review these portfolios. It is up to the school principal to set the deadline for all other technology portfolios.

Q: Do retired teachers have to complete a technology portfolio?

A: YES. If a teacher holds an active teaching certificate and is teaching in a Richland One school they are still responsible for completing the yearly portfolio requirements.

Q: If I am a new teacher do I only have to complete the Entry Level (red tab) of the technology portfolio?

A: If you are a new teacher to the district and you are NOT up for certificate renewal at the end of the current school year then you only are required to complete the Entry Level. If you are up for certificate renewal during the current school year then you must complete all 3 levels of the technology portfolio, whether it is your first year in Richland One or not.

Q: Who is responsible for reviewing my technology portfolio?

A: This may vary from site to site. The technology educator will review the portfolios of all certified staff up for recertification for the current school year, and all school-based ITS(s) will review the Entry Level of every technology portfolio. It is up to the principal to decide who will review the Progressive and Proficient Levels for those not up for recertification. The principal may choose to be the reviewer of these 2 sections, she may designate another administrator or ITS, or she can ask the technology educator to assist with this. The main thing is that the reviewer be consistent with how the technology educator will review these sections. The principal may want to see the reviewed portfolios during the end of year GBE meetings with teachers. If so, they will need to set the portfolio deadline date for a time prior to this so that teachers have time to modify anything and re-submit. The technology educator will review all Exemplary Level submissions.

Q: If my grade level or department wants to work collaboratively on a technology integrated lesson can we use the same lesson plan in our technology portfolio?

A: YES. You can teach the same lesson, but it is very important that the student work that is submitted should be different for each teacher conducting the lesson.

Be sure to check the Technology Workshop schedule in Avatar. There are 3 sections of the same workshop scheduled on 9/19, 10/17, 11/14 where you can come and complete the Entry Level in one evening. We will also be offering workshops in the spring to assist you in completing the Progressive and Proficient Levels of the portfolio. Be sure to check the spring technology workshop schedule.