

**Appendix H**  
**Technology Proficiency Plan**  
LONGVIEW INDEPENDENT SCHOOL DISTRICT  
2006 - 2008

Texas school districts are directed to employ highly qualified staff. In order to ensure LISD educational staff is highly qualified, these personnel must have opportunities to develop and improve technology skills. The *Texas Long-Range Plan for Technology* directs districts to provide professional development for integrating technology applications into all other TEKS. It also states that districts are to ensure accessibility by all students to technology-based instruction. The Texas STaR Chart also incorporates expectations for educators' technology proficiencies.

Longview ISD implemented a technology proficiency program in 2004-2005. The plan includes provisions for adding additional requirements each year through the end of the technology plan period. Year one, Technology Proficiency I addressed the topics of file management, email and word processing. This proficiency was required of all professional and paraprofessional staff. Year two, Technology Proficiency II, addressed the use and application of presentation software. The completion of Technology Proficiency II was required of only professional staff. The matrix in figure 1 shows the overall Technology Proficiency Plan.

Figure 1: Required Technology Proficiencies for LISD Educators

Proficiency	Personnel Addressed	Description	Timeline for completion
I	<ul style="list-style-type: none"> <li>• All professional staff employed during 2004 – 2005</li> <li>• All paraprofessional staff employed during 2004 - 2005</li> </ul>	<ul style="list-style-type: none"> <li>• Operating a computer in LISD                             <ul style="list-style-type: none"> <li>○ Windows Basics</li> <li>○ File Management</li> <li>○ LISD Network</li> </ul> </li> <li>• Email                             <ul style="list-style-type: none"> <li>○ Microsoft Outlook – professionals</li> <li>○ Web-based email - paraprofessionals</li> </ul> </li> <li>• Word Processing: Microsoft Word</li> <li>• Seven hours credit earned upon completion of all components</li> <li>• Applied to comp day</li> <li>• No student lesson component required</li> <li>• No creation of original document required</li> </ul>	May 30, 2005
II	<ul style="list-style-type: none"> <li>• All professional staff</li> <li>• Optional for paraprofessional staff</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation software: Microsoft PowerPoint                             <ul style="list-style-type: none"> <li>○ Creation of an original PowerPoint required</li> <li>○ Seven hours credit earned upon completion of all components</li> </ul> </li> </ul>	May 31, 2006
III	<ul style="list-style-type: none"> <li>• All professional staff</li> <li>• Optional for paraprofessional staff</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Literacy:- Participants will research and evaluate the accuracy, relevancy, appropriateness, comprehensiveness, and bias of electronic information. Topics include:                             <ul style="list-style-type: none"> <li>○ Understanding web URLs</li> <li>○ Understanding search tools</li> <li>○ Validating sites</li> <li>○ Using electronic library databases</li> <li>○ Creation of a Hot List</li> <li>○ Seven hours credit earned upon completion of all components</li> </ul> </li> </ul>	May 31, 2007
IV	<ul style="list-style-type: none"> <li>• All professional staff</li> <li>• Optional for paraprofessional staff</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Destiny</b> – Participants will develop skills for searching the Longview ISD online card catalog, Destiny</li> <li>• <b>Additional technology professional development selected by participant or required by supervisor.</b></li> </ul>	May 31, 2008

## Additional LISD Technology Course Options

A campus may request the instructional technology specialist or librarian to provide professional development from the list below.

### **Course topic**

Operating System/Network Basics

Email

Electronic Assessment – ExamView Pro

Graphic Organizers – Inspiration/Kidspiration

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

FileMaker Pro or other database

Web Publishing

GradeSpeed – district electronic grade book program

Copyright & Plagiarism

PhotoShop Elements/Gimp

Classroom Performance System (CPS)

Independent Study using Atomic Learning (plan approved by campus ITS)

Multimedia with digital still and video cameras

Research and the Big6

Data Disaggregating Tools – ADM, DMAC

Technology in the Language Arts Classroom

Technology in the Social Studies Classroom

Technology in the Science Classroom

Technology in the Math Classroom

Technology in the PE Classroom

Technology in the Fine Arts Classroom

Library Electronic Resources