

PDE COMPETENCY CHECKLIST

Instructional Technology Specialist Competencies

Directions: **Students to initial when field is satisfied for a particular competency.**
Instructor to initial when competencies are complete in a course.
Program Director to initial before application is made to PDE for Certification,

Standard Title	Course:												
	Student Initial	Date	511	512	513	514	515	Field		Instructor Initial		Program Director Initial	Date
I. Knowing the Content													
<p>The professional education program provides evidence that Instructional Technology Specialist certification candidates complete a program at a bachelor's or post-baccalaureate degree level that requires them to demonstrate their knowledge of and competence in the application of instructional technology in public school settings. The program requires candidates to demonstrate an understanding of the fundamental and advanced concepts of instructional technology planning and applications at elementary, middle, and secondary levels (K-12) including:</p> <p>I.A. Identification, selection, installation and maintenance of technology infrastructure, and hardware and software applications for school administration and instruction including:</p>													
<p>assessment of educational and administrative technological needs,</p>				Intro Design	Develop Utiliz	Manage Eval	Utiliz						
<p>design and production of media including projected and non-projected visual aids, audio and video production in both analog and digital forms, and photography using film-based and digital formats,</p>			Intro	Intro Design	Develop Eval		Utiliz						
<p>implementation and maintenance of interactive information systems, the Internet, distance learning technologies, and networks,</p>				Design	Develop Eval		Utiliz						
<p>assistive technology resources for students with special needs,</p>				Intro Design	Develop Eval		Utiliz						
<p>evaluation of the performance of hardware and software components of computer systems,</p>			Intro			Intro Eval							
<p>application of basic troubleshooting strategies</p>						Intro Eval							
I.B. Integrating technology into curricular planning and instructional design including:													
<p>research on and evaluation of existing and emerging technologies,</p>													
<p>use of instructional theories and teaching models,</p>				Design	Develop Eval		Utiliz						
<p>learner characteristics, developmental levels, and individual differences as related to instructional technology resources and modifications,</p>				Intro Design	Develop Eval		Utiliz						
<p>access and use telecommunications for information sharing, remote information access and retrieval, and multi-media/hypermedia publishing,</p>			Intro	Design	Develop Eval		Utiliz						
<p>electronic mail and Internet resources for communications and instructional support</p>			Intro	Utiliz	Utiliz	Utiliz	Utiliz						

Standard Title

Standard Title	Student Initial	Date	511	512	513	514	515	Field		Instructor Initial		Program Director Initial		Date
I.C. Management and administration of technology programs at the building, district and regional levels including:														
planning and utilization of facilities including, budgeting, accounting, and program reporting, grantsmanship, personnel administration, and staff development,						Intro Design Develop Utiliz Manage Eval								
preparing presentations for parents, administrators, school boards, and the public,			Intro				Intro Design Develop Utiliz Manage Eval							
monitoring and evaluating technology plans						Intro Design Develop Utiliz Manage Eval								
I.D. Research, problem solving and product development of technological applications including:														
basic principles of instructional design associated with the development of instructional technology materials				Intro Design Develop Utiliz Eval	Develop Utiliz Eval		Utiliz Eval							
emerging programming, authoring, and problem solving environments including team and collaborative projects such as on-line workgroups				Intro Design Develop Utiliz Eval		Eval Utiliz								
designing and publishing on-line documents that present information and include links to critical resources				Design Develop	Utiliz									

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II. Performances														
The professional education program provides evidence that competencies and exit criteria for Instructional Technology Specialist certification candidates are assessed in coursework, field experiences, portfolios from previous employment and an internship. The program also provides evidence that the candidates demonstrate their knowledge of and competence in the delivery of instructional technology services that enhance administrative and teaching capabilities and improve student learning during a minimum of 75 hours of participation in sequential field experiences, practica, and an internship at diverse educational levels including:														
II.A. Managing instructional technology services including:														
creating an environment that fosters interest and growth in all aspects of technology			Intro	Design	Develop	Manage Utiliz								
establishing and maintaining rapport with all staff and students						Intro Design Develop Utiliz Manage								
communicating high learning expectations			Intro	Design	Develop	Manage	Utiliz Eval							
creating a safe physical environment that is conducive to learning						Intro Design Develop Utiliz Manage	Utiliz Eval							
II.B. Planning, preparation and delivery of technology related in-service programs and instruction in collaboration with other professionals at a variety of instructional levels that utilizes technology in problem solving based upon:														
Pennsylvania Academic Standards			Intro	Design	Develop		Utiliz Eval							
strengths and needs of learners at all levels of technological proficiency			Intro	Intro Design	Develop	Manage	Utiliz Eval							
established technology implementation plans						Intro Design Develop Utiliz Manage Eval								
II.C. Selecting, implementing and adapting technology to teaching methodologies, curriculum resources and administrative functions in collaboration with other educators and integrating a variety of software, applications, and learning tools														
			Intro	Design	Develop		Utiliz Eval							
II.D. Selecting, developing and administering assessments that utilize technological applications and involve multiple indicators of student progress and using technology to maintain records on student achievement														
				Intro Design	Develop Utiliz Eval	Manage	Utiliz							

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II.E. Developing leadership techniques for working with all levels of the educational community and to manage and administer instructional technology programs at the building and district levels including:														
developing plans to assess the technological needs and resources, and to evaluate technology implementation and outcomes				Intro Design	Develop	Utiliz Manage Eval	Eval							
developing plans to configure computer/technology systems and related peripherals in laboratory, classroom clusters, and other instructional and administrative arrangements						Intro Design Develop Utiliz Manage Eval								
developing systems for the secure maintenance of student records						Intro Design Develop Utiliz Manage Eval								
III. Professionalism														
The professional education program provides evidence that Instructional Technology Specialist certification candidates demonstrate knowledge and competencies that foster professionalism in school and community settings including:														
III.A. Professional organizations, publications and resources			Intro Utiliz				Eval							
III.B. Integrity and ethical behavior, professional conduct as stated in Pennsylvania's Code of Professional Practice and Conduct for Educators; and local, state, and federal laws and regulations						Intro Eval								
III.C. Collaborating with school colleagues to enhance student, teacher and administrative capabilities and improve student learning				Intro Design	Develop	Utiliz Eval								
III.D. Communicating effectively with parents/guardians, other agencies and the community at large to support learning by all students							Design Develop Utiliz Manage Eval							