

## **Staff Development**

### **Goal:**

Integrate technology as an instructional and learning tool in all curricular areas by providing the necessary training and support.

Instructional personnel and assistants will master the goals and objectives of North Carolina Basic Technology Competencies.

### **Vision:**

- Training will empower educators as leaders in using educational technology.
- All teachers will integrate technology into the curriculum.
- Teachers will become facilitators, guides, and co-learners.

### **Current Status:**

According to the preliminary assessment given the staff in February of 2003, most of the staff has some computer knowledge and skills. The results indicate the staff feels comfortable but not proficient with computer operation skills, word processing, and telecommunications. They are weak in networking, multimedia, media communications, databases, and spreadsheets.

### **Budget:**

Currently there isn't any money to allocate for staff development. Our plan states that St. Mark's School will partnership with UNCW MIT program for basic staff development workshops to be offered in the summer and concurrently throughout the school year as needed by the teachers.

Staff development workshops can also be conducted by an outside source instead of UNCW MIT students. This would require funding. Some possible sources of funds are:

- Parent Teacher Association
- Grants
- Partnership with a business

### **Activities:**

1. Basic operating skills will be the first class taught at St. Mark's for the 2003-2004 school year.
2. The other classes taught for 2003-2004 will be standard competencies as required by North Carolina Computer/Technology Skills Curriculum.

It is our desire that all instructional personnel will be proficient in these skills by 2005.

The required competencies are:

- Computer Operation Skills
- Setup, maintenance, and troubleshooting
- Word Processing
- Spreadsheet/graphing
- Database
- Networking

- Multimedia Integration
- Telecommunications
- Media Communications

3. Other learning opportunities for the competencies have been included. Staff members may wish to gain knowledge from an online source from the comfort of their own home.

4. Staff members attending training will need to complete a project/lesson plan for each class they attend.

5. A technology resource book will be compiled by each staff member and be located in the media center.

A checklist for each competency and handouts are included. The staff members are able to rate their current proficiency level for that skill (1=don't know, 2=know a little, 3=know and use, 4=able to teach), how their knowledge was obtained, and the date completed.

### **Assessment/Evaluation**

- Technology Needs Assessment Survey - given February 2003 to all staff members for initial assessment of needed skills.
- Teacher Self-Evaluation Form - evaluates the skill to be Entry, Adaptation, or Transformation
- Technology Training Evaluation Form - to be used after every training session to evaluate the effectiveness of the training.
- Staff members will produce technology-based, projects/lesson plans for each training session they attend and integrate it into their classroom. The lesson plans will be used as a resource for all teachers at St. Mark's Catholic School

### **Learning Opportunities**

1. Microsoft Tutorials:

- Internet <http://www.actden.com/ie4/>

• Office, Frontpage, Internet Explorer

<http://www.microsoft.com/education/tutorial/online.asp>

- Windows 98

<http://www.microsoft.com/education/tutorial/classroom/win98/default.asp>

- Office 97 Table of Contents

<http://www.microsoft.com/education/tutorial/classroom/off97/default.asp>

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• Access

• Download Lessons

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  - Access
  - Productivity Exercises
  - Word: Letters
  - Word: Merge
  - Word: Test Templates
  - Excel: Grade Book
  - Excel: Graphing
  - Access: Database
  - Access: Newsletter
2. WCU <http://www.ceap.wcu.edu/Martin/tutlist.htm>
  3. Online Tutorial for Windows 98 <http://www.psihealth.net/win98/index.html>
  4. Tutorials <http://www.teach-nology.com/tutorials/>
  5. Nortel offers classes every semester.
  6. Tutorials <http://www.tech4learning.com>
  7. Tutorials <http://www.philaliteracy.org/paltip.html>
  8. Tutorials <http://www.remcl1.k12.mi.us/bcisd/classres/staffdev.htm>