

Faculty and Staff Needs Assessment

resources: http://geocities.com/phy1_barto/teachersurvey.html <http://engage.ncrel.org/survey/select.htm>

Please complete the following Technical Proficiencies in order for the Staff Development Committee to identify proficiencies you have already achieved. This information will be stored in a password protected area which will allow you to update the information as needed and not require you to re-enter the data annually. We realize the list of proficiencies is long, as technology increases so does the need to integrate technology into our classrooms and curriculum to prepare the students for the future.

1. Mark an X in one of the four columns: **No Experience, Beginner, Intermediate or Expert**
2. Enter the **Date Last Updated** regarding this proficiency level (should update automatically online)
3. **Achieved by:** please provide us with how you mastered the proficiency level:
 - S- Self Taught
 - P-Professional Development Day
 - O- Other Person- collaborate
 - T- Tutorial online
4. We encourage noting in the last column if you are interested in **training or a refresher course**.

Technical Proficiencies:

| | Computer Basics: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
|----|---|---------------|----------|--------------|--------|-------------------|-------------------------|-----------------------------------|
| 1. | Turn on and shut down computer | | | | | | | |
| 2. | Use computer regularly to run a few specific pre-loaded programs | | | | | | | |
| 3. | Use DVD, CD-ROM and floppy disk to view files or media | | | | | | | |
| 4. | Save and copy a document/file from the hard disk to floppy disk, CD, or DVD | | | | | | | |
| 5. | Trouble-shoot basic computer or printer problems | | | | | | | |
| 6. | Install and update regularly anti-virus software. | | | | | | | |
| 7. | Learn new programs independently | | | | | | | |

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|-----|--|---------------|----------|--------------|--------|-------------------|-------------------------|-----------------------------|
| 8. | Teach others basic computer operations | | | | | | | |
| | File Management: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
| 9. | Name, and save documents | | | | | | | |
| 10. | Retrieve, revise and rename documents | | | | | | | |
| 11. | Create and name folders and subdirectories | | | | | | | |
| 12. | Move files between folders | | | | | | | |
| 13. | Back-up files | | | | | | | |
| 14. | Teach others how to save and organize files | | | | | | | |
| | Word Processing: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
| 15. | Create documents | | | | | | | |
| 16. | Edit, copy, cut and paste text | | | | | | | |
| 17. | Format text, bold size, font and color | | | | | | | |
| 18. | Format margins, line spacing and tabs | | | | | | | |
| 19. | Check spelling and grammar | | | | | | | |
| 20. | Create and modify header and/or footer | | | | | | | |
| 21. | Insert date, time, and/or page number | | | | | | | |
| 22. | Insert footnote | | | | | | | |
| 23. | Add columns to document | | | | | | | |
| 24. | Add tables to document | | | | | | | |
| 25. | Insert clipart to document | | | | | | | |
| 26. | Add or remove hyperlink | | | | | | | |
| 27. | Use Mail Merge for letters and/or emails and attach database/ data file. | | | | | | | |

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|-----|--|---------------|----------|--------------|--------|-------------------|-------------------------|-----------------------------|
| 28. | Teach others to use word processing program | | | | | | | |
| | Spreadsheets: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
| 29. | Enter data/information to rows and columns in spreadsheet | | | | | | | |
| 30. | Format headings and text | | | | | | | |
| 31. | Save spreadsheet | | | | | | | |
| 32. | Create a graph and/or chart from a spreadsheet | | | | | | | |
| 33. | Use formulas and functions to perform basic calculations with data | | | | | | | |
| 34. | Use formulas and functions to perform advanced calculations including IF statements and absolute reference | | | | | | | |
| 35. | Insert spreadsheet into document and/or program | | | | | | | |
| 36. | Sort data/information | | | | | | | |
| 37. | Teach other to use spreadsheet | | | | | | | |
| | E-mail: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
| 38. | Send and receive e-mail messages | | | | | | | |
| 39. | Use e-mail to request and send information | | | | | | | |
| 40. | Use email list-serves for professional correspondence and information | | | | | | | |
| 41. | Attach and send a file to an email | | | | | | | |
| 42. | Open and save an attached file from an email received | | | | | | | |
| 43. | Send email to multiple recipients | | | | | | | |

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| 44. | Carbon Copy and Blind Copy recipients | | | | | | | |
| 45. | Use e-mail in classroom activities and/or communicate with parents | | | | | | | |
| 46. | Verify email settings for email servers using e-mail program (POP and SMTP) | | | | | | | |
| 47. | Change email password | | | | | | | |
| 48. | Teach others how to use email | | | | | | | |
| | Internet: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
| 49. | Connect to Internet | | | | | | | |
| 50. | Access school and district websites for information | | | | | | | |
| 51. | Contribute to school and district website | | | | | | | |
| 52. | Access PowerSchool (PS) website using correct username and password | | | | | | | |
| 53. | Update Assignment Schedule in PS | | | | | | | |
| 54. | Update student grades in PS | | | | | | | |
| 55. | Add comments about students in PS | | | | | | | |
| 56. | Follow links to other sites | | | | | | | |
| 57. | Download files and save | | | | | | | |
| 58. | Locate and upload files | | | | | | | |
| 59. | Save text and graphics from website | | | | | | | |
| 60. | Use more than one Internet browser and note differences | | | | | | | |
| 61. | Create and organize bookmarks/favorites to websites of educational value | | | | | | | |
| 62. | Teach others to effectively use Internet resources | | | | | | | |

| | Research: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
|-----|--|---------------|----------|--------------|--------|-------------------|-------------------------|-----------------------------------|
| 63. | Conduct searches of electronic resources- software and Internet | | | | | | | |
| 64. | Use a variety of search strategies on different programs and the Internet | | | | | | | |
| 65. | Use a variety of search engines to locate resources on the Internet | | | | | | | |
| 66. | Write a citation for information retrieved from periodicals, books, Internet and other sources | | | | | | | |
| 67. | Teach others how to use electronic resources for research | | | | | | | |
| | Database: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
| 68. | Use database to collect, store information | | | | | | | |
| 69. | Sort database by specific fields | | | | | | | |
| 70. | Analyze data from database | | | | | | | |
| 71. | Perform Queries from multiple databases | | | | | | | |
| 72. | Add and delete records | | | | | | | |
| 73. | Create database defining fields and layout | | | | | | | |
| 74. | Create forms using database | | | | | | | |
| 75. | Create reports using data from database | | | | | | | |
| 76. | Teach others to create and use databases to organize and analyze data | | | | | | | |
| | Graphics: | | | | | | | |
| 77. | Scan photo or drawing and save to hard drive | | | | | | | |

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|-----|--|--|--|--|--|--|--|--|
| 78. | Insert image into document | | | | | | | |
| 79. | Create graphic by drawing, scanning, photo or clipart to clarify or enhance learning concept | | | | | | | |
| 80. | Use digital camera | | | | | | | |
| 81. | Download and print photos from digital camera | | | | | | | |
| 82. | Resize image print size and change resolution | | | | | | | |
| 83. | Produce a newsletter, brochure or poster using columns, clipart, tables, word art and captions | | | | | | | |
| 84. | Teach others to use graphics and graphic programs | | | | | | | |
| | Website- HTML Editor | | | | | | | |
| 85. | Create website with two or more pages | | | | | | | |
| 86. | Save initial page as index.htm (or file name necessary for homepage) | | | | | | | |
| 87. | Insert and format text on webpage | | | | | | | |
| 88. | Insert graphics (correctly sized) into webpage | | | | | | | |
| 89. | Change background, text, link, visited link and active link colors | | | | | | | |
| 90. | Create hyperlink to and from additional website pages | | | | | | | |
| 91. | Add hyperlink to another website | | | | | | | |
| 92. | Add hyperlink to email address-mailto: | | | | | | | |
| 93. | Add table to webpage and merge cells, display or remove borders | | | | | | | |
| 94. | Upload pages and images to hosting server | | | | | | | |
| 95. | Teach others how to create website | | | | | | | |

| | Presentation: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
|------|---|---------------|----------|--------------|--------|-------------------|-------------------------|-----------------------------------|
| 96. | Create slideshow presentation: add, delete, edit and/or organize slides | | | | | | | |
| 97. | Insert graphics/clipart into slide | | | | | | | |
| 98. | Add slide transitions | | | | | | | |
| 99. | Add sound effects and/or audio | | | | | | | |
| 100. | Create organizational chart | | | | | | | |
| 101. | Add animation to slide content | | | | | | | |
| 102. | Print handouts of slides for note taking | | | | | | | |
| 103. | Connect computer and LCD projector for slide show presentation | | | | | | | |
| 104. | Present slideshow using LCD projector | | | | | | | |
| 105. | Teach others how to create presentations | | | | | | | |
| | Other Technologies: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
| 106. | Use video conferencing (desktop) teaching or other distance learning | | | | | | | |
| 107. | Use streaming video to enhance learning experience | | | | | | | |
| 108. | Communicate using Instant Messaging/ Live Chat program | | | | | | | |
| 109. | Use Threaded Discussion Board by posting and replying to messages | | | | | | | |
| 110. | Use FTP to send or retrieve files from remote computer | | | | | | | |
| 111. | Use television resources that support the curriculum | | | | | | | |
| 112. | Teach others to use technologies available. | | | | | | | |

| | Ethics: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
|------|---|---------------|----------|--------------|--------|-------------------|-------------------------|-----------------------------------|
| 113. | Understand district and school rules concerning use of technology by students, staff and others | | | | | | | |
| 114. | Establish and communicate classroom policies that comply with district and school rules | | | | | | | |
| 115. | Establish and communicate policies that comply with copyright law, fair-use guidelines, security and child protection | | | | | | | |
| | Integration: | No Experience | Beginner | Intermediate | Expert | Date Last Updated | Achieved by: S P O T | Training/ Refresher Desired |
| 116. | Use technology for presentation, communication, data collection and student learning | | | | | | | |
| 117. | Use technology-based tools to demonstrate concepts and gain experience utilizing technology | | | | | | | |
| 118. | Use technology to create learning experiences the meet goals and provide results | | | | | | | |
| 119. | Use technology to support learner expression and creative ideas using different media | | | | | | | |
| 120. | Use technology to problem-solve | | | | | | | |
| 121. | Teach others how to integrate technology into their classrooms and work environment. | | | | | | | |

Staff Development Needs: Please note your priority level to the following needs include comments, details and/or suggestions.

| | | Low Priority | Medium Priority | High Priority | Comments/Suggestions/Details |
|----|--|--------------|-----------------|---------------|------------------------------|
| 1. | Implementing the technology listed into the classroom/curriculum | | | | |
| | <ul style="list-style-type: none"> • Word Processing | | | | |
| | <ul style="list-style-type: none"> • Spreadsheet | | | | |
| | <ul style="list-style-type: none"> • Presentation | | | | |
| | <ul style="list-style-type: none"> • Database | | | | |
| | <ul style="list-style-type: none"> • Internet | | | | |
| | <ul style="list-style-type: none"> • Research | | | | |
| | <ul style="list-style-type: none"> • Other Technology | | | | |
| 2. | Professional Development location and method preference | | | | |
| | <ul style="list-style-type: none"> • Workshops and seminars | | | | |
| | <ul style="list-style-type: none"> • Attending Conferences | | | | |
| | <ul style="list-style-type: none"> • District or school sponsored courses | | | | |
| | <ul style="list-style-type: none"> • On-demand, online or Web-delivered professional development | | | | |
| | <ul style="list-style-type: none"> • One-on-one or group training with technology coordinators or aids | | | | |
| | <ul style="list-style-type: none"> • Release time for department or grade level planning related to technology | | | | |
| | <ul style="list-style-type: none"> • Release time for individual professional development related to technology | | | | |
| | <ul style="list-style-type: none"> • None apply | | | | |
| 3. | Professional Development topics | | | | |
| | <ul style="list-style-type: none"> • Communication | | | | |

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| | <ul style="list-style-type: none"> • Digital Equity for all: Gender, Race, Socioeconomics, and Special Needs | | | | |
| | <ul style="list-style-type: none"> • Professional Practice and Productivity | | | | |
| | <ul style="list-style-type: none"> • Social, Ethical and Legal Issues | | | | |
| | <ul style="list-style-type: none"> • Curriculum Planning and Design | | | | |
| | <ul style="list-style-type: none"> • Implementing Technology-Supported Learning | | | | |
| | <ul style="list-style-type: none"> • Administrative Uses of Technology | | | | |
| | <ul style="list-style-type: none"> • Sound Base in Research and Best Practices | | | | |
| | <ul style="list-style-type: none"> • Assessment and Evaluation | | | | |
| | <ul style="list-style-type: none"> • Learning Environment | | | | |
| | <ul style="list-style-type: none"> • Diversity | | | | |
| | <ul style="list-style-type: none"> • Conflict Management | | | | |
| | <ul style="list-style-type: none"> • Team Building- Collaboration | | | | |
| | <ul style="list-style-type: none"> • Stress Management | | | | |
| | <ul style="list-style-type: none"> • Time Management & Organizational Skills | | | | |
| | <ul style="list-style-type: none"> • Learning Environment & Styles | | | | |
| | <ul style="list-style-type: none"> • Other Topic Not Listed | | | | |
| 4. | Mapping Curriculum Software | | | | |