

**Credential AREA: Illinois Director Credential (Level I)**  
**TOPIC: Technology Assessment**  
**Technological Literacy Portfolio**

**I. Assessment Competency & Standard Alignment**

<b>Gateways Competencies Assessed</b>
<b>TEC1: Demonstrate technological literacy</b>

<b>Suggested Competency Cross-Alignments</b>
(with a few edits to this assessment task, this additional competency could also be assessed with this task)
<b>Can be applied in so many of the tool examples!</b>

**II. Assessment Task Description/ Directions**

**Overview:** In this assessment, you will develop a technological literacy portfolio which will include a statement on your ethical and appropriate technology use as an early childhood/ school-age professional, as well as create/ provide six artifacts demonstrating your technological literacy skills, specifically

<b>Option 1</b> (for those wanting to become leaders in the field)	<b>Option 2</b> (for those who are already leaders in the field at a licensed site)
<ul style="list-style-type: none"> <li>• <b>Part 1:</b> Write a statement on your appropriate and ethical use of technology as an early childhood/ school-age professional working within a hypothetical program/ center/ school</li> <li>• <b>Part 2:</b> Develop at least one artifact demonstrating your technological literacy skills from the outlined categories in this assessment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Part 1:</b> Write or provide a statement on your appropriate and ethical use of technology as an early childhood/ school-age professional working within your program/ center/ school</li> <li>• <b>Part 2:</b> Develop/ provide evidence of at least one artifact demonstrating your technological literacy skills from the outlined categories in this assessment</li> </ul>

**Specific Steps for Option 1**

This task consists of two main components, including:

**Part 1: Statement on Ethical and Appropriate use of Technology as an Early Childhood/ School-Age Professional**

- You will write a statement demonstrating how you utilize appropriate and ethical use of technology in the following areas:
  - Maintaining confidentiality
  - Differentiating personal and professional use of technology in the workplace
  - Following copyright laws

**Part 2: Technological Literacy Skills Artifact Collection**

- You are required to develop one artifact from each category below that demonstrates your technological fluency, i.e., your knowledge and skills with using technology professionally:
  - Using technology tools to **access** information (e.g., resource guide with web links)
  - Using technology tools to **manage** information (e.g., staffing plans, meals, enrollment numbers, etc.)
  - Using technology tools to **integrate** information (e.g., spreadsheet software, use of devices like smartphones, tablets, smartboards, digital cameras, etc., in the classroom and in the management of the program)
  - Using technology tools to **evaluate** information (e.g., digital child assessment programs, needs assessments surveys, electronic teacher/admin professional goal tracking, electronic attendance tracking)
  - Using technology tools to **create** information (e.g., presentation software, website creation/ updating, digital apps, communication artifacts, etc.)
  - Using technology tools to **communicate** information (e.g. email, presentation software, websites, digital information sharing apps/ programs, social media, etc.)

Technology Option:  
← Embedded  
- Website options

**Specific Steps for Option 2**

This task consists of two main components, including:

**Part 1: Statement on Ethical and Appropriate use of Technology as an Early Childhood/ School-Age Professional**

- You will write or provide a statement demonstrating how you utilize appropriate and ethical use of technology in the following areas:
  - Maintaining confidentiality
  - Differentiating personal and professional use of technology in the workplace
  - Following copyright laws

Technology Option:  
← Embedded  
- Website options

## Part 2: Technological Literacy Skills Artifact Collection

- You are required to develop or provide evidence from your professional setting of one artifact from each category below that demonstrates your technological fluency, i.e., your knowledge and skills with using technology professionally:
  - Using technology tools to **access** information (e.g., resource guide with web links)
  - Using technology tools to **manage** information (e.g., staffing plans, meals, enrollment numbers, etc.)
  - Using technology tools to **integrate** information (e.g., spreadsheet software, use of devices like smartphones, tablets, smartboards, digital cameras, etc., in the classroom and in the management of the program)
  - Using technology tools to **evaluate** information (e.g., digital child assessment programs, needs assessments surveys, electronic teacher/admin professional goal tracking, electronic attendance tracking)
  - Using technology tools to **create** information (e.g., presentation software, website creation/ updating, digital apps, communication artifacts, etc.)
  - Using technology tools to **communicate** information (e.g. email, presentation software, websites, digital information sharing apps/ programs, social media, etc.)

## III. Assessment Rubric

<b>IDC Technology Master Rubric</b>			
<b>Competency</b>	<b>Competent</b>		<b>Unable to Assess</b>
	<b>Checklist Criteria</b>		
<b>TEC1:</b> Demonstrate technological literacy  <b>Possible Codes:</b> I = identifies, D = demonstrates		uses technology tools to access information (e.g., search engines or resource guides)	
		uses technology tools to manage information (e.g., staffing plans, meals, enrollment, etc.)	
		uses technology tools to integrate information (e.g., spreadsheet software, use of devices like smartphones, tablets, smartboards, digital cameras, etc., in the classroom and in the management of the program)	
		uses technology tools to evaluate information (e.g., digital child assessment programs, needs assessments surveys, electronic teacher/admin professional goal tracking, electronic attendance tracking)	
		uses technology tools to create information (e.g., presentation software, website creation/ updating, digital apps, communication artifacts, etc.)	
		uses technology tools to communicate information (e.g. email, presentation software, websites, digital information sharing apps/ programs, social media, etc.)	

	employs appropriate and ethical use of technology	
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#### IV. Data Collection & Analysis Tool

Competencies	Cumulative Assessment Data				
Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
TEC1: Demonstrate technological literacy					