

February 18, 2008

MEMORANDUM

TO: All Principals

FROM: Pat Shelton, Ginger Wright, Matt Frey

SUBJECT: Inventory of Teacher Technology Skills

The purpose of this memorandum is to provide you with an update on the progress of the new strategic plan goal that challenges us to use the newly developed DOE “Inventory of Teacher Technology Skills” to indicate every teacher is “proficient” in using technology in the classroom by 2009-2010.

The Inventory of Teacher Technology Skills (ITTS) offers educators the opportunity to identify the basic skills and/or knowledge that need reinforcement through professional development activities. The inventory consists of six sections which take approximately six minutes per section to complete. Sections may be completed separately, but individual sections must be completed in one sitting. At the end of the inventory, teachers are provided with the results based on Florida's Frameworks and Indicators for Basic Technology.

Principals are being asked to ensure that all teachers participate in the assessment by April 25, 2008. The survey is online and immediately available. On May 5th, the Office of Educational Technology will send to each administrator a report indicating the names of teachers that participated in the ITTS and the teachers’ scores for each section. Our Strategic Plan goal for 2008 is an average school score of 85% or higher on each section. Additionally, we will send a very simple form that asks you to either verify 100% participation or to list exceptions. The form should be completed and returned to Matt Frey by May 29, 2008. A Strategic Plan Report, based on the collective results of the Inventory, will be produced in Summer 2008.

Detailed instructions for participation are located at the following web address:

<http://itts.brevard.k12.fl.us/>

The Teacher Technology Integrators assigned to your respective schools are familiar with the process and are willing and able to present this information to your staff upon request.

Results from the ITTS will be used for a variety of purposes including targeted professional development and grant applications.

Thank you for supporting this important initiative.

Approved by: _____
Stephen B. Muzzy
Assistant Superintendent, Educational Technology