

# **School District Employees Promising Practices** **Southern Tier Region Rapid Response Team**

## **20 Technology Skills that every Educator Should Know**

*By Laura Turner*

1. Google Tools Knowledge
2. Google Earth Knowledge
3. Wiki Knowledge
4. Blogging Knowledge
5. Spreadsheets Skills
6. Database Skills
7. Social Bookmarking Knowledge
8. Social Networking Knowledge
9. Web Resources in content area
10. Web Searching skills
11. Web2.0 Tools
12. Interactive White Board skills (SmartBoard and Promethean)
13. Website design and management skills
14. Presentation Tools
15. IM knowledge
16. Video and Podcasting
17. RSS feeds
18. Mobile and Handheld Computing
19. Virtual Worlds
20. Collaboration & Communication Tools

### 1. Google Tools knowledge

Google is not just a search engine any more. Google has broadened its Internet horizon and created many useful internet tools. Google Tools can be a great piece in every educator's tool kit. There are a large variety of tools that can be useful to educators in all content areas. Here are some of the most popular tools.

#### Google for Educators

<http://www.google.com/educators/index.html>

Google supports teachers in their efforts to empower students and expand the frontiers of human knowledge. That's why we've assembled the information and tools you'll find on this site.

#### Google Alerts

<http://www.google.com/alerts>

Get email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic.

#### Google Books

<http://books.google.com/books?hl=en>

online books

#### Google Bookmarks

<https://www.google.com/bookmarks>

Social bookmarking service

#### Google Docs

[www.docs.google.com](http://www.docs.google.com)

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This site allows multiple users to create and edit Word, Excel and PowerPoint documents. It is a free, collaborative, browser based editor.

Google Docs Basic Video

<http://www.techlearning.com/article/23554>

Google Groups

[www.googlegroups.com](http://www.googlegroups.com)

Quickly and easily create private or public discussion groups

iGoogle

[www.google.com/ig](http://www.google.com/ig)

Personalize your Google page. Add news, photos, weather, and stuff from across the web to your page.

Google Image Swirl

<http://image-swirl.googlelabs.com>

Google Maps

<http://maps.google.com/?hl=en>

online maps that are interactive

Also See

<http://edte.ch/blog/maths-maps>

<http://placeopedia.com>

<http://www.geo.me>

<http://paintmap.com>

[www.googleittrips.com](http://www.googleittrips.com)

Google News

<http://news.google.com/news?ned=en>

numerous up-to-date new stories in a searchable format

Googlepedia <http://en.wikipedia.org/wiki/Googlepedia>

See Googles search results side by side with Wikipedia entries

Google Squared (new) <http://www.google.com/squared>

takes a category and creates a starter 'square' of information, automatically fetching and organizing facts from across the web - a new great teaching tool

Google Scholar

<http://scholar.google.com/schhp?hl=en>

find relevant work in the world of scholarly research

Google SideWiki

<http://www.google.com/sidewiki/intl/en/index.html>

With Google's Sidewiki, users can easily place a wiki "on the side" of any public website via a plug-in.

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Google Uncle Sam

<http://www.google.com/unclesam>

US government search

Google Videos

<http://video.google.com/?hl=en&tab=iv>

Google Websites

[www.google.com/sites](http://www.google.com/sites)

Google website creation service/tool

Google Tools

<http://www.google.com/intl/en/options/>

Tools in general

### 3. Wikis

Wikis are a newer web tool that many teachers find useful in their classroom. A wiki is an editable webpage/site. These websites are easy to create and use. They are used in situations where a group of people (teachers or teachers and students) needs to create, edit and review each other's documents. Wikis are a true collaborative tool. Here are some helpful links.

50 Ways to Use Wikis for a More Collaborative & Interactive Classroom

<http://www.smartteaching.org/blog/2008/08/50-ways-to-use-wikis-for-a-mor...>

Wikis in Education wiki

<http://teaching-with-technology.wikispaces.com/Wikis+in+Education>

Examples of Educational Wikis

<http://educationalwikis.wikispaces.com/Examples+of+educational+wikis>

ProProf

<http://www.proprofs.com/quiz-school>

This site is a free and open online resource for students, professionals and professors on various programs of study. Included are online quizzes and a quiz creation tool, online flashcards and a flashcard creation tool, blogs and wikis and more.

PBWikis web site

<http://pbwiki.com/education.wiki>

Wikis in Plain English Video

<http://www.commoncraft.com/video-wikis-plain-english>

Wikispaces web site

<http://www.wikispaces.com/site/for/teachers100K>

Wikis in Plain English |

[www.commoncraft.com/video-wikis-plain-english](http://www.commoncraft.com/video-wikis-plain-english)

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Wetpaint in Plain English <http://www.wetpaint.com/page/Wetpaint-Videos>

### 4. Blogs

A blog (a blend of the term "web log") is a type of website or part of a website. One person usually maintains Blogs with regular entries. Entries are typically displayed in chronically order. Typically a blog is a combination of personal diary and a commentary/guide to other information on the web. A blog is usually a one page website, often with embedded gadgets or widgets. Here are some useful sites.

#### Blogger

[www.blogger.com](http://www.blogger.com)

Blogger is a web-based tool that helps you publish to the web instantly -- whenever the urge strikes. Blogger is the leading tool in the rapidly growing area of web publishing known as weblogs, or "blogs."

#### BlogEasy

[www.blogeasy.com](http://www.blogeasy.com)

BlogEasy offers free blog hosting, which is a free web page publishing and syndication service that allows users to quickly share information, such as news, reviews, blogs, journals, weblogs, diaries, and photos.

#### Blog Search from Google

<http://blogsearch.google.com>

#### Bloglines

[www.bloglines.com](http://www.bloglines.com)

Bloglines is a FREE online service for searching, subscribing, creating and sharing news feeds, blogs and rich web content.

#### Elgg

[www.elgg.org](http://www.elgg.org)

Elgg is a new breed of social software based around choice, flexibility and openness: a system that firmly places individuals at the centre of their activities.

#### EduBlogs

[www.edublogs.org](http://www.edublogs.org)

We provide free blogs for teachers, researchers, librarians and other educational professionals.

#### GabCast

[www.gabcast.com](http://www.gabcast.com)

This site is a podcasting and audio blogging platform that offers an easy way to create and distribute audio content. Most people will use a touch-tone telephone to make their recordings but we also provide worldwide access to the service through VoIP.

#### Reluctant Blogger from TechLearning

<http://www.techlearning.com/showArticle.php?articleID=196605109>

#### Weblogg-ed

[www.weblogg-ed.com](http://www.weblogg-ed.com)

Welcome to Weblogg-ed, maintained by me, Will Richardson, blogvangelist and Supervisor of Instructional Technology and Communications at Hunterdon Central Regional High School in Flemington, NJ. This site is dedicated to discussions and reflections on the use of Weblogs, wikis, RSS, audiocasts and other Read/Write Web related technologies in the K-12 realm, technologies that are transforming classrooms around the world.

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WordPress

<http://wordpress.org>

WordPress started with a single bit of code to enhance the typography of everyday writing on the web and fewer users than you can count on your hands and toes. Since then it has grown to be the largest self-hosted blogging tool in the world, used on hundreds of thousands of sites and seen by millions of people every day.

### 5. Spreadsheet Skills

All teachers should know how use a Spreadsheet (usually Excel). A spreadsheet gridded system is used to compute grades and charts can be used extensively in the classroom. Spreadsheets can be used to create rubrics and schedules as well as for gathering numeric data. Charts can be created in and used to visually depict a variety of information and students can also create their own charts, thereby learning higher order thinking skills from this type of activity. Here are some useful links.

Integrating Spreadsheets in the Classroom

<http://www.amphi.com/~psteffen/excel.html>

Everyday Spreadsheets in the Classroom

[http://www.belmar.k12.nj.us/public/everyday\\_spreadsheets](http://www.belmar.k12.nj.us/public/everyday_spreadsheets)

Using Spreadsheets in the Classroom

<http://www.trumbull.k12.oh.us/teachers/resources/usings.htm>

Everything You for Using Spreadsheets in the Classroom

<http://www.ncwiseowl.org/kscope/techknowpark/freerfall/resources.html>

Doc & Spreadsheets in the Classroom from Google Teacher Academy

[http://static.googleusercontent.com/external\\_content/untrusted\\_dlcp/www....](http://static.googleusercontent.com/external_content/untrusted_dlcp/www....)

Spreadsheet Resources from LT Technologies

<http://www.lttechno.com/links/spreadsheets.html>

Using Databases and Spreadsheets in the

Classroom <http://www.nelliemuller.com/Databaseandspreadsheetsintheclassroom.htm>

Spreadsheet Integration

<http://homepage.mac.com/drtlo//mywork/tlo/Reno2006/xls/resources/Resourc...>

Steven Bell's PowerPoint and Presentation Skills Resource Page

<http://staff.philau.edu/bells/ppt.html>

Excelets: Excel's Excellent Adventure from TechLearning

<http://www.techlearning.com/story/showArticle.php?articleID=196604791>

Quick and Simple PowerPoint Photo Shows from TechLearning

<http://www.techlearning.com/showArticle.php?articleID=196604704>

Tricks, Spreadsheets and Databases downloadables

<http://sites.google.com/site/cuttingedgeclassroom/tricks-spreadsheets--d...>

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Computer Lessons - Spreadsheet Downloads

<http://lessonplans.btskinner.com/computer.html>

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**2011 Southern Tier Region School District Layoff Numbers by County**

<b>County</b>	<b>School District</b>	<b>Number of Affected Workers</b>	<b>Expeditious Response Number</b>
Broome	Binghamton CSD	27	2010-5299
Broome	Broome Tioga BOCES	17	2010-5300
Broome	Chenango Forks CSD	28	2010-5229
Broome	Chenango Valley CSD	3	2010-5307
Broome	Deposit CSD	6	2010-5314
Broome	Harpursville CSD	12	2010-5316
Broome	Johnson City CSD	44	2010-5308
Broome	Maine-Endwell CSD	21.5	2010-5320
Broome	Susquehanna Valley CSD	6	2010-5401
Broome	Union-Endicott CSD	21	2010-5305
Broome	Vestal CSD	55	2010-5228
Broome	Whitney Point CSD	24	2010-5381
Broome	Windsor CSD	17	2010-5349
Tioga	Newark Valley CSD	12.5	2010-5400
Tioga	Owego-Apalachin CSD	25	2010-5382
Tioga	Spencer-Van Etten CSD	12	2010-5383
Tioga	Tioga CSD	10	2010-5384
<b>BROOME/TIOGA</b>		<b>341</b>	
Chenango	Afton CSD	3	2010-5355
Chenango	Georgetown-South Otselic CSD	1	2010-5309
Chenango	Greene CSD	21	2010-5353
Chenango	Norwich City CSD	6	2010-5230
Chenango	Oxford Acad & CSD	4.5	2010-5402
Chenango	Sherburne-Earlville CSD	12	2010-5404
Chenango	Unadilla Valley CSD	11	2010-5344
Delaware	Andes CSD	1	2010-5352
Delaware	Delhi CSD	5	2010-5408
Delaware	Franklin CSD	6	2010-5247
Delaware	Roxbury CSD	1	2010-5403
Delaware	Sidney CSD	3	2010-5397
Delaware	South Kortright CSD	5	2010-5297
Delaware	Stamford CSD	2	2010-5321
Delaware	Walton CSD	2	2010-5411
Otsego	Cherry Valley-Springfield CSD	7	2010-5350
Otsego	Cooperstown CSD	3	2010-5351
Otsego	Gilbertsville Mt Upton CSD	2	2010-5396
Otsego	Laurens CSD	2	2010-5358
Otsego	Morris CSD	5	2010-5398
Otsego	ONC BOCES	52	2010-5332
Otsego	Oneonta City CSD	13	2010-5354
Otsego	Unatego CSD	10	2010-5359
Otsego	Worcester CSD	4.5	2010-5399
<b>CHENANGO/DELAWARE/OTSEGO</b>		<b>182</b>	

<b>County</b>	<b>School District</b>	<b>Number of Affected Workers</b>	<b>Expeditious Response Number</b>
Chemung	Elmira City CSD	200	2010-5309
Chemung	Elmira Heights CSD	3	2010-5410
Schuyler	GST BOCES	10	2010-5405
Schuyler	Odessa-Montour CSD	5	2010-5296
Schuyler	Watkins Glen CSD	11	2010-5286
Steuben	Addison CSD	6	2010-5341
Steuben	Arkport CSD	5	2010-5333
Steuben	Bath CSD (Haverling Bath)	12	2010-5343
Steuben	Bradford CSD	1.5	2010-5334
Steuben	Corning-Painted Post CSD	2	2010-5331
Steuben	Hornell City CSD	9	2010-5330
<b>CHEMUNG/SCHUYLER/STEBEN</b>		<b>264.5</b>	
Tompkins	Dryden CSD	21.5	2010-5348
Tompkins	Groton CSD	9	2010-5347
Tompkins	Ithaca City CSD	19	2010-5349
Tompkins	Lansing CSD	2	2010-5321
<b>TOMPKINS</b>		<b>51.5</b>	



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**OVERVIEW**

1. Evaluate Rapid Response services for this past school year
  - Things that went well
  - Things that could be improved/changed
2. Current needs and concerns of school district employees
  - What are the barriers that this group possesses to finding employment?
  - What are realistic job opportunities in this economy for school district employees?
  - What coping strategies and support systems exist?
  - What programs and services are currently available?
3. Current Best Practices
  - What is currently being done across the state
  - What feedback has been received so far
  - What can be duplicated in other areas of the state
4. Planning for the next school year
  - Outreach and continued communication with school districts
  - Preparation for upcoming year
  - Establishing proper contact and connections with school administrators
  - Working with unions
  - Alternative methods of conducting orientations

**POSSIBLE BARRIERS FOR SCHOOL DISTRICT EMPLOYEES**

1. Breaking through mindset of teachers to explore and expand all options
2. Self Assessment: Re-Careering and identification of transferable skills
3. Exploring Labor Market and potential careers
4. Continued networking for teachers
5. Having sufficient coping strategies in place
6. Use of Social Media and web tools for job search
7. Continued follow up – Case Management
8. Use my skills my future.

**BEFORE LAYOFFS**

**1. Early planning and brainstorming meeting** was initiated which included the Rapid Response Coordinator, Associate Employer Service Representative, Employer Services Representative, Occupational Analyst, and Labor Market Analyst of the Southern Tier Region.

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**GOAL:** Assess extent of layoffs in the region, determine potential issues, problems, concerns of school district employees and brainstorm on outreach of programs and services.

**RESULTS:**

- Access to e-mail blast of employers in the ST region to assess hiring needs
- Joint effort with Broome Chamber of Commerce Job fair to provider:
  1. Customized workshops on Re-Careering at the job fair
  2. Inclusion of booths representing various support agencies for teachers
  3. Resume Workshops and individual critiques offered at the Broome One-Stop two weeks prior to the job fair
  4. Advertising and promotion of events through the Chamber

**2. Formation of a community task force (WRAP) Workforce Reintegration Assistance Project.** Group will include school superintendants, mental health, DSS, United Way, Chamber of Commerce, BOCES, Workforce, DOL, Temporary Agencies, and Local Colleges.

**PURPOSE:**

Assess, coordinate and implement community resources for the purpose of assisting affected school district employees.

**RESULTS:**

- Awareness of community resources that could offer assistance to school district employees
- Formation of WRAP website: [www.btwrap.org](http://www.btwrap.org)
- Offer from Binghamton University psych/social work departments to have students do projects/studies on conducting surveys/studies of separated workers
- Ongoing communication with group to further assist school district employees after layoffs

**3. Tompkins County One-Stop – Workshop tailored to School District Employees**

**Workforce One Stop Resources**

- One-Stop Orientation Power Point, Brochures
- Workshop Schedule and Computer Lab
- Job Searching Guide for School District Employees

**Unemployment Insurance**

- NYS Department of Labor – Unemployment Insurance ([www.labor.ny.gov](http://www.labor.ny.gov) or Claims Center 1-888-209-8124)

**Handling Your Job Loss**

- “What Do You Lose When You Lose A Job” by Greg Newton, Dynamic Works
- Stress Management
- Managing Your Personal Resources

**Self-Assessment**

- *Attitude* by Charles Swindoll
- *Why is Everyone So Cranky?* by Leslie Charles

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- Career and Skills Inventory: ONet, My Skills/My Future, Top Thirteen List
- Preparation: Resumes, Cover Letters and references

**Interviewing**

- 60 Second Info-mercial
- Mock Interviewing

**Researching the Job Market**

- SMART, Internet, Newspapers, Journals, Signs, Cold Calling, Informational Interviewing, Volunteering, Classes, etc.
- Networking – Building Bridges Exercise
- Social Media and Online Image: Linked In or Lose Out

**Job Search Coaching**

- “Circle of Influence”
- Understanding and Managing Change – Seven Changes
- Who Moved My Cheese? Hem, Haw, Sniff and Scurry Resilience

**Conducting the Job Search**

- Layoff to Employment Planner: Career Action Resources
- Job Search Knowledge Scale: JIST
- Job Search Attitude Inventory: JIST
- Fifteen Biggest Job Seeker Mistakes: Career Builder
- Job Leads: Where to Find Them

**Action Plans**

Written plan emphasizing moving forward

**S** = Specific

**M** = Measurable

**A** = Attainable

**R** = Relevant

**T** = Time Bound

**Evaluation and Feedback**

**POTENTIAL IDEAS TO ASSIST SCHOOL DISTRICT EMPLOYEES**

1. Promote social networking web 2.0 tools
2. Promote Entrepreneurship
3. Establish networking groups
4. Explore Career Ladders
5. Identify and explore transferable skills to re-career
6. Provide list of websites geared toward assisting teachers in their job search
7. Explore technology skills that every educator should know.

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8. Assist in maintaining teacher certifications.
9. Begin working with school districts before the layoffs.
10. Work through university psych/social work departments to have students do projects/studies on conducting surveys/studies for affected workers
11. Create survey to assess current needs, use of services.
12. Utilize My Skills, My Future to explore potential career paths
13. Provide ongoing support

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