

**Baltimore County Public Schools
Office of Instructional Technology
Technology Standards for Office Professionals**

These standards have been developed to provide guidelines for technology training for educational support personnel in the Baltimore County Public Schools. Professional development efforts should be targeted toward the accomplishment of these objectives:

Each employee should be prepared to:

1. Demonstrate skill in using productivity tools including word processing, database, spreadsheet, and print/graphic utilities to meet job responsibilities using Baltimore County Public Schools standard software including: Microsoft *Word*, *Excel*, and *PowerPoint* and *FileMaker Pro*.
2. Demonstrate knowledge of the use of computers for problem solving, data collection, information management, communications, presentations, and decision making.
3. Demonstrate the ability to choose computer software appropriate to job responsibilities.
4. Demonstrate knowledge of the use of telecommunications via the Internet, Intranet, and web-based applications needed to support job responsibilities.
5. Demonstrate knowledge of ethical and legal use of computer software as described in Baltimore County Public Schools [Policy 6166, Telecommunications Access to Electronic Information, Services, and Network](#).
6. Stay current in applications of computing and related technologies to support the programs of the Baltimore County Public Schools.