

Digital Literacy Specialist Competency Checklist

Area	Baseline Competencies	Competencies to Achieve Proficiency
Digital Literacy Skills	Familiarity with at least one application in each of the following categories: <input type="checkbox"/> Learning management system <input type="checkbox"/> Webinar platform <input type="checkbox"/> Office productivity (e.g., Word, Excel) <input type="checkbox"/> File/Document sharing	Fluency with applications: <input type="checkbox"/> Supports staff use <input type="checkbox"/> Supports student use <input type="checkbox"/> Transfers skills to new/different applications (e.g., switching from Zoom to Google Meet)
Addressing Staff Digital Literacy Needs	Identifies staff digital literacy needs to: <input type="checkbox"/> Integrate technology into instruction <input type="checkbox"/> Support student digital literacy needs	<input type="checkbox"/> Addresses staff digital literacy needs
Addressing Student Digital Literacy Needs	Identifies student digital literacy needs to: <input type="checkbox"/> Participate in the program <input type="checkbox"/> Participate in the workplace	<input type="checkbox"/> Addresses student digital literacy needs
Technology Integration	<input type="checkbox"/> Substitutes appropriate technology into instruction and other program operations	<input type="checkbox"/> Enhances instruction and program operations using technology
Technology in the Workplace	<input type="checkbox"/> Identifies basic digital literacy skills for career readiness	<input type="checkbox"/> Identifies digital literacy skills needed for employment specific to local employers
Accessibility	Identifies issues with: <input type="checkbox"/> Accessibility of technology used in class <input type="checkbox"/> Adaptive technology to access learning materials digitally	Guides instructors to integrate technology in a way that: <input type="checkbox"/> Is fully accessible to all learners <input type="checkbox"/> Assists students with using adaptive technology as needed to access and interact with learning materials digitally
Digital Citizenship	<input type="checkbox"/> Uses technology to access and manage information in an ethical and sustainable way <input type="checkbox"/> Recognizes the importance of individual and agency digital footprints	<input type="checkbox"/> Uses technology to manipulate and create information in an ethical and sustainable way <input type="checkbox"/> Supports agency, staff, and students in maintaining appropriate digital footprint
Distance Education	<input type="checkbox"/> Knows the distance education modalities their program provides <input type="checkbox"/> Provides basic intake, orientation, and instructional support for students in distance education	Supports instructors in the following: <input type="checkbox"/> Maximizing the use of supplemental distance learning resources <input type="checkbox"/> Providing engaging remote classes