

Content Validity Matrix

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Domains	Items	Does it belong?	Clarity Is it clear?	Citations
Demographic Information	How many years of administrative experience do you have?	Y or N	Y or N	Riggs; Booker; Knee; Mullins
	What is the size of your student population?	Y or N	Y or N	Riggs; Coutts; Booker; Rogers
	Which type of school do you work in? urban, suburban, or rural	Y or N	Y or N	Celata
Variables Contributing to Use	What type of computer platform(s) do you use for administrative purposes?	Y or N	Y or N	Celata
	Do you own a home computer?	Y or N	Y or N	Armistead
	Which of the following would contribute to raising your comfort level with respect to computer use?			
	Training	Y or N	Y or N	Rockman & Robinson; Gentry; Ed. Tech Survey; Preston; Morrow; Norton
	Access to hardware/software	Y or N	Y or N	Coutts; Ross
	Software that is easy to use	Y or N	Y or N	Celata
	Time to devote to practicing your computer skills	Y or N	Y or N	Preston
	Support from top-level management	Y or N	Y or N	Larose & Hoag
	Other	Y or N	Y or N	
Attitudes	Do you have confidence in your ability to learn how to use a computer?	Y or N	Y or N	Maher; Riggs; Childers
	Do you believe that the computer is a practical tool for high school principals?	Y or N	Y or N	Armistead
Expertise	Use a computer to accomplish a word processing task.	Y or N	Y or N	Armistead
	Use a computer spreadsheet to manipulate information.	Y or N	Y or N	Armistead

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Expertise (continued)	Create your own database.	Y or N	Y or N	Armistead
	Use commands necessary to activate a printer to secure a hard copy.	Y or N	Y or N	Armistead
	Create graphs and charts.	Y or N	Y or N	Armistead
	Use a program for budgeting and cost projections.	Y or N	Y or N	Armistead
	Create a master schedule using a computer program.	Y or N	Y or N	Armistead
	Use a modem.	Y or N	Y or N	Armistead
	Use a digital camera.	Y or N	Y or N	VA Tech Standards for Instructional Personnel 2.5
	Send an electronic fax.	Y or N	Y or N	VTSIP 2.3
	Retrieve information from the student database.	Y or N	Y or N	VTSIP 2.3
	Function as a member of an electronic mail network.	Y or N	Y or N	VTSIP 2.3
	Use a search engine to create an Internet search.	Y or N	Y or N	VTSIP 2.4
	Create and present an electronic slide show using a television monitor or LCD panel.	Y or N	Y or N	VTSIP 2.5, 2.6
	Access information on a CD-ROM.	Y or N	Y or N	VTSIP 2.5
	Practice the responsible use of technology (regarding copyrights and site licenses).	Y or N	Y or N	VTSIP 2.8

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Expertise (continued)	Use computers for administrative purposes.	Y or N	Y or N	Armistead
Training	Have you completed a formal computer course?	Y or N	Y or N	Armistead
	If you completed a formal computer class or course, was it: undergraduate, graduate, etc.	Y or N	Y or N	Armistead
Effects of Computer Use	The use of computers for administrative purposes has: freed me from routine paperwork, improved the quality and accuracy of my work, etc.	Y or N	Y or N	Armistead
	If computer use has decreased the amount of time you spend on paperwork, please give the approximate amount of time that is now available per week for other tasks.	Y or N	Y or N	Armistead
	If you responded to Q-29, please list the tasks to which you have applied the time saved.	Y or N	Y or N	Armistead
No Domain	Are there other comments that you would like to make about the administrative use of computers?	Y or N	Y or N	Armistead
	If so, please use this space for that purpose.			