

## ABSTRACT:

The bachelor thesis strives to describe the current tendencies in the relation between using ICT in the work of pedagogical staff and the computer literacy of pedagogical staff in kindergartens.

The aim of the thesis is to find the relations between the current cognition of the present values of education in ICT, modern managerial terms, including situation and tendencies in pre-school education and the real state of computer literacy of pedagogical staff in kindergartens itself, which is a prerequisite for using ICT in the work of pedagogical staff in kindergartens.

The first part defines intentions in strategic documents which are topical in this environment, namely the Main educational policy strategy, information society, learning organization, human resources, including delegation. In the second half it deals with implementation of information technologies into schools, curricular reform, data in strategic documents, information technologies in kindergartens and ICT for educational organization and requirements of the modern age.

The research part deals with the current state of computer education and delegation of certain activities using information technologies depending on refutation or confirmation of hypotheses.

Based on the study of expert literature, my own practical experience as a kindergarten manager, the current knowledge of the use of ICT in the work of pedagogical staff in kindergartens and their computer literacy, including the current cognition of the possibilities to delegate work that assumes certain ICT skills to pedagogical staff, this bachelor thesis provides recommendations to the governing authorities, kindergarten managers or founding authorities and educators concerning creation and offering of ICT education for pedagogical staff in kindergartens.

## KEY WORDS:

ICT, OECD, IT expert, ISCED, Manager – a head teacher in educational systems