

## NEEDS ASSESSMENT

### MENU OF OPTIONS – **DECEMBER**

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#### Personal

- Monitor Candidates for fatigue and disillusionment.
- Help them be aware that conflicting priorities and possible concerns about money, family, and holiday arrangements are normal at this point.
- Escort the Candidate to staff holiday gatherings at school and escort or arrange for someone to escort them to staff-wide celebrations outside of school.

#### Professional

- Watch a videotaped teaching episode with the Candidate, or check for professional videos, YouTube, or Teacher Channel videos to analyze using your district's teacher performance criteria.

#### Curriculum, Instruction, and Assessment

- Explain that the days before the winter holiday have the potential to be lost instructional time. Guide them in planning meaningful and engaging learning experiences while being mindful of the conflicting demands on student and family time outside of school. Identify strategies to engage students in active and meaningful learning focused on essential to know learning outcomes.

#### Organizational Systems

- Discuss the dilemma of the piles of papers that have accumulated on shelves, in boxes, and on the edge of desks. Help the Candidate figure out what to throw away and what to file.

#### Students

- Advise the Candidate that the holidays can be either joyful or stressful for students and that either emotion can negatively impact their focus on school and learning.
- Instruct the Candidate to be sensitive to the religious and ethnic diversity of the students so that they will not make references to only the celebrations in which they participate.
- Let the Candidate know not to penalize students for decisions made by adult family members about school attendance by giving high stakes assessments the day before the school holidays.

#### Colleagues

- Ask colleagues to assist in providing moral support to Candidates who are going through "the slump" and need personal and professional support.
- Remind the Principal of the needs of Candidates at this time of the year and ask that the administrative staff mobilize to let the new teachers know that they are valued personally and professionally.

## School and School System

- Go over policies for holiday decorations, celebrations, and gifts.
- Preview semester exam policies and procedures.

## Parents and Community

- Discuss with the Candidate the various religious holidays, rituals, and festivities in which students, parents, and community members engage. Candidates from other areas of the country may well be unaware of all the significant religious observances that occur during this time period.

## Education Specialist

- Revisit student performance on the previous year's standardized testing and discuss strategies for ensuring adequate yearly progress. Use student work to analyze actual student progress.
- Review systems for documenting student progress and assist in revision or refinement as necessary. Use student work to analyze actual student progress.
- Check for alignment of instruction with IEP goals and the state/district learning standards.
- Pay particular attention to Ed. Specialist Candidates as they may have a Mentor assigned at another school site and they may be feeling isolated on the campus.