

NEEDS ASSESSMENT MENU OF OPTIONS – MARCH

Personal

- Remind the Candidate to enjoy the spring break, take the time to relax and enjoy family and friends.

Professional

- Review second quarter professional goals and set new goals for the third quarter.
- Use a CSTP self-assessment from the Continuum of Teaching Practice or student work to guide your meeting on goal setting.

Curriculum, Instruction, and Assessment

- Focus on classroom assessment practices. Answer any questions about purpose of assessment, how to use the data, how to use the data to plan and drive instruction. How to use the data to plan for re-teaching, intervention, or enhancing instruction.

Organizational Systems

- Check in with the Candidate on their record keeping systems. Review school reports they need to complete such as: grade books, attendance logs, and parent contact records as appropriate.

Students

- Remind the Candidate that if they demonstrate nervousness or speak disparagingly about standardized tests, their student will pick up on those emotions and comments.
- Encourage them to communicate to students how well the students are prepared for both the content and process of the testing.
- Have them explain once again to students the purpose of these tests and how they are different from their usual classroom assessments.

Colleagues

- Ask the Principal, as appropriate, to give you a heads-up about any upcoming teaching assignment decisions for the Candidate so that you can be prepared to support the Candidate in dealing with the changes.
- Discuss how collaboration between general educators and Education Specialists is working and help solve any problems that have surfaced.

School and School System

- Just before standardized testing events, review the policies and procedures for administering the assessments.

Parents and Community

- Review the procedures and processes for parent conferences. Discuss what worked in the fall conferences and what needs to be done differently this time around.
- Advise the Candidate to keep parents informed of the learning that is occurring in the classroom.
- Remind them to keep parents informed of changes in student work or behavior. Suggest that they make at least as many positive parent contacts as they do negative contacts.

Education Specialist

- Provide guidance on how to plan for transition of students between buildings and programs for the upcoming school year.
- Debrief with them on their roles in the administration of standardized tests and help them think through what they would do differently next year.
- Assist them with establishing secondary transition goals and post-secondary goals as well as identifying needed adult services, when appropriate.