

NEEDS ASSESSMENT

MENU OF OPTIONS – APRIL

Personal

- Celebrate the arrival of spring by taking a walk around the school grounds together. Enjoy the spring weather. Talk about personal goals.
- Given that the Candidate is now most likely in the reflection and rejuvenation stage of development, reminisce about the first days of school and how far you have come in working together.

Professional

- Review the effectiveness of the mentoring relationship and discuss how to make the best use of your time, energy, and expertise.
- When appropriate, respond to the final evaluation report Candidate's generally receive by April 15th along with information about their employment for the following school year.
- For teachers who received satisfactory evaluation reports, provide guidance in thinking about their professional goals for the following year and help them identify professional development opportunities for the summer.
- In the situations where Candidates receive satisfactory evaluation but face the strong possibility of a reduction in staff, help them prepare updated resumes and put together a professional portfolio if they did not already prepare one during the school year.
- Should a Candidate not be rehired for the following year, respond professionally and privately. Do not discuss such matters with other staff members. Offer support to anyone being dismissed so that they can maintain their dignity and finish the school year providing as strong an instructional program as they possibly can.

Curriculum, Instruction, and Assessment

- Identify the concepts and information that students have not yet mastered and discuss how to revisit and reteach those concepts while extending and enriching the learning of those who have already mastered those concepts.
- Encourage the Candidate to offer students more choice in their learning.

Organizational Systems

- Encourage systematic collection and storage of instructional materials and student artifacts that they want to have available for the next school year. Discuss possible collection and storage possibilities.

Students

- Spring fever is an issue for both students and staff. Discuss with the Candidate how to recognize and celebrate the bursts of energy students display and how to channel it into active, meaningful learning experiences.

Colleagues

- Discuss how collegial interactions are going and hold a coaching session around any problem areas.

School and School System

- Debrief the standardized testing that has been completed and discuss what needs to be done differently for the next round of testing.
- Review field trip procedures.
- Preview exam schedule and end-of-the year timelines.

Parents and Community

- Assist the Candidate with any questions about third quarter report cards. Discuss ways they can ensure that the information on the report cards is not a surprise to students or parents but rather a formal confirmation of information previously shared.
- Discuss strategies for dealing with parents who are upset about events at or communication from the school.

Education Specialist

- Explain summer leaning options for students and help the Candidate prepare recommendations to students and/or parents about student participation in those programs.
- Review cumulative folders and confidential folders with the new Ed. Specialist to help them identify any missing paperwork.
- Provide guidance for setting up communications between this year's Ed. Specialist and next year's Ed. Specialist's teachers within the district.