

## **NEEDS ASSESSMENT PROCEDURES**

Comprehensive needs assessment includes input from multiple sources. School Improvement Plans include priority school needs for training. Core training, school-based training, and individual training needs are identified through the district's Strategic Plan objectives, performance appraisal, achievement data from the students in the class/school, and Insight Survey data.

The Office of Professional Learning and Development recommends implementation methods based on priority training needs compiled from state, district, and school data. In addition to employee perceived needs, school improvement needs, and student achievement needs, district curriculum needs, mandated programs and performance appraisal data provide focus for planning, learning, implementation, and evaluation activities at the district level. Individual schools perform their own needs assessments and determine school-based needs, which may replicate or be different from district needs. Schools plan to meet their individual needs during identified building inservice days, early-release Professional Development days, and in extended training projects identified and implemented with the collaboration of district staff in cross-functional teams. Site inservice representatives (SIR) and administrators are encouraged to participate in ongoing needs assessment throughout the year at their sites, taking into consideration the unique characteristics and needs of a particular school culture.