PRINCIPALS NEEDS ASSESSMENT

Virginia Department of Education and Virginia Association of Secondary School Principals
Virginia Middle and High School Principals
Conference and Exposition
The Homestead, Hot Springs, VA
June 24-27, 2001

The Virginia Department of Education (VDOE) and the Virginia Association of Secondary School Principals (VASSP) are seeking your input in developing an annual summer conference that addresses your instructional, administrative, and personal needs. We invite you to submit topics and names of presenters to be considered for inclusion in the annual Virginia Middle and High School Principals Conference and Exposition. The theme of the conference is **"Inspiring Creative Leadership: Advancing Your Success."**

Please complete this form and return no later than **February 16, 2001**. Be as thorough as possible. In addition to planning the summer conference, VDOE and VASSP will use the needs assessment results to help determine additional training needs.

If you need additional space, please attach additional sheets to this form. If you have any questions, please call Randy Barrack at VASSP, 804-288-2777, or Pat Wright at VDOE, 804-225-2979.

Submit your completed NEEDS ASSESSMENT to: Annual Summer Conference
VASSP
Box K170
Richmond, Virginia 23288
FAX: (804) 285-1379

Please Type or Print:

Required Information:

Current Position (√): Principal_____   Assistant Principal_____   Middle School_____   High School_____

This information is optional and will be held confidential.

Your Name _____   Title _____

School Name _____

School Address _____ City_____State_____Zip_____

Telephone No. (_____) _____ E-mail Address_____

SECTION I:

1. Please provide a specific description of your INSTRUCTIONAL NEEDS: _____

_____

2. Please provide a specific description of your ADMINISTRATIVE NEEDS:_____

_____

3. Please provide a specific description of your PERSONAL NEEDS (e.g., motivational, camaraderie): _____

_____

SECTION II:

Recommended Conference Topics (in priority order):

1. _____   4. _____

2. _____   5. _____

3. _____   6. _____

Recommended Conference Presenter for Topics: (use additional paper if necessary)

Suggested Format (circle):   concurrent   general session   clinic   roundtable discussion

Name _____   Topic_____

Position _____   School/Organization _____

Address _____City/State/Zip_____Telephone_____

This recommendation is submitted in the following strand(s): (Place a check mark (√) in the most appropriate box.)

Strand	Middle Level	High School Level	All Levels
SOL/Curriculum & Instruction/Remediation			
SOA/Accountability			
Assessment & Data Analysis			
Instructional Technology			
Student Services and Programs			
Professional Development and Resources			
School Administration & Management			

SECTION III:

Directions:
Please circle your rating for each topic in the tables below in terms of the following two questions:

A. To what extent have your training needs been met?   Not at all (1)   To a small extent (2)   To some extent (3)   Extensively (4)

B. How important to me is receiving training on the topic? Not important (1)   Important (2)   Very Important (3)

NEEDS ASSESSMENT TOPIC	A. Extent My Training Needs Have Been Met				B. Importance of Training		
	Not at All 1	Small Extent 2	Some Extent 3	Extensively 4	Not Impt. 1	Impt. 2	Very Impt. 3
SOL Instructional Strategies—Analyzing Classroom Practices and Methods							
Mathematics	1	2	3	4	1	2	3
Science	1	2	3	4	1	2	3
English	1	2	3	4	1	2	3
History and Social Science	1	2	3	4	1	2	3
Computer/Technology	1	2	3	4	1	2	3
Other (Describe:_____)	1	2	3	4	1	2	3

Curriculum Alignment and Monitoring							
Mathematics	1	2	3	4	1	2	3
Science	1	2	3	4	1	2	3
English	1	2	3	4	1	2	3
History and Social Science	1	2	3	4	1	2	3
Computer/Technology	1	2	3	4	1	2	3
Other (Describe:_____)	1	2	3	4	1	2	3

NEEDS ASSESSMENT TOPIC	A. Extent My Training Needs Have Been Met				B. Importance of Training		
	Not at All 1	Small Extent 2	Some Extent 3	Extensively 4	Not Impt. 1	Impt. 2	Very Impt. 3
SOL Remediation/Intervention							
Mathematics	1	2	3	4	1	2	3
Science	1	2	3	4	1	2	3
English	1	2	3	4	1	2	3
History and Social Science	1	2	3	4	1	2	3
Assessment and Data Analysis							
Interpretation of SOL Test Data for Instructional Purposes	1	2	3	4	1	2	3
Classroom Assessment Strategies	1	2	3	4	1	2	3
Alternate Assessments (e.g., AP, IB, SAT)	1	2	3	4	1	2	3
Instructional Technology							
Using Technology to Teach the SOL	1	2	3	4	1	2	3
Classroom Management Tools	1	2	3	4	1	2	3
Internet and Distance Learning Courses	1	2	3	4	1	2	3
Use of Application Software (Identify type(s): (_____)	1	2	3	4	1	2	3
Accountability and SOL Attainment							
Standards of Accreditation	1	2	3	4	1	2	3
School Performance Report Card	1	2	3	4	1	2	3
Comprehensive School Improvement Planning	1	2	3	4	1	2	3
Teacher Evaluation and Accountability	1	2	3	4	1	2	3
Principal Evaluation and Accountability	1	2	3	4	1	2	3
Parent and Community Communications	1	2	3	4	1	2	3

NEEDS ASSESSMENT TOPIC	A. Extent My Training Needs Have Been Met				B. Importance of Training		
	Not at All 1	Small Extent 2	Some Extent 3	Extensively 4	Not Impt. 1	Impt. 2	Very Impt. 3
Professional Development and SOL Resources							
Instructional Resources to Support SOL	1	2	3	4	1	2	3
Professional Development Models	1	2	3	4	1	2	3
Student Services and Programs							
Special Education (IDEA)	1	2	3	4	1	2	3
English as a Second Language (ESL/LEP)	1	2	3	4	1	2	3
Student Attendance and Drop-Out Prevention	1	2	3	4	1	2	3
Student Discipline	1	2	3	4	1	2	3
School Violence Prevention	1	2	3	4	1	2	3
Alternative Education	1	2	3	4	1	2	3
Career and Technical Education							
Student Leadership and Activities	1	2	3	4	1	2	3
School Administration and Management							
School Organizational and Structural Changes to Implement SOL	1	2	3	4	1	2	3
Teacher Motivation	1	2	3	4	1	2	3
Principal Motivation	1	2	3	4	1	2	3
School Law	1	2	3	4	1	2	3

Thank You!