

**District V004**  
(County)

**Indian Capital Technology Center**  
(School)

**PROFESSIONAL DEVELOPMENT**  
**SIX -YEAR PLAN**  
**2015-2021**

\_\_\_\_\_  
**President, Local Board of Education**

\_\_\_\_\_  
**Date approved by Local Board**

\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Professional Development Chairperson**

**All signatures are required**

**Oklahoma State Department of Education  
Joy Hofmeister, State Superintendent of Public Instruction**

**\* Assurance Statement for Local Professional Development Program  
2015 - 2021**

**I, the undersigned authorized official for Indian Capital Technology Center Schools, herein after called the local education agency, in accordance with Section 3, 10, and 11 of House Bill 1706, make the following assurances with respect to the above named district's local Professional Development -six-year program:**

1. That the local educational agency will administer the Professional Development Program covered by this assurance statement in accordance with all applicable statutes, regulations, and local program plans;
2. That the local educational agency will assure proper disbursement of, and accounting for, the Professional Development funds paid to that agency for planning and implementation of the local Professional Development Program;
3. That the local educational agency will provide for coordination of various sources of local, state, federal funds to provide services needed to meet the identified needs;
4. That the local educational agency will provide for coordination of the Professional Development Program to provide services needed to meet the identified needs.

The assurance statement will remain in effect for the 2015 - 2021 school years.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Superintendent/  
Chief Administrative Offices**

\_\_\_\_\_  
**Title**

**\* Please attach to local Professional Development plan which should be submitted to the State Board of Education by \_\_\_\_\_.**

I. ASSESSMENT OF THE PROFESSIONAL DEVELOPMENT PROGRAM  
2015-2021

The Indian Capital Technology Center School Professional Development Plan shall focus on supporting effective instruction and shall be based on the needs of licensed and certified employees. The Professional Development Plan for 2015-2021 was evaluated by some of the procedures outlined in Section Four, Regulation 4.1 of the “Regulation for Local Professional Development Program.” To ensure that the professional and curriculum development was met by this program, a questionnaire was made available to each in attendance. The results indicated that the needs and objectives of the committee were reached and that workshops were well received.

## **MEMBERS OF LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

**The members of the Local Professional Development Committee are:**

<b>CAMPUS/DEPARTMENT</b>	<b>MEMBERS</b>	<b>TERM OF OFFICE</b>
<b>Bill Willis Campus</b>	<b>Buzzy Manning</b> <b>Wayne Ryals (Past Chair)</b>	<b>2013-2015</b> <b>2013-2015</b>
<b>Muskogee Campus</b>	<b>Kurt Henry</b> <b>Shannon Barnes (Chair)</b>	<b>2014-2016</b> <b>2013-2016</b>
<b>Sallisaw Campus</b>	<b>Natalie Sharp</b> <b>Jodi Keith</b>	<b>2013-2015</b> <b>2014-2016</b>
<b>Stilwell Campus</b>	<b>Jamie Thompson (Vice-Chair)</b> <b>Angela Martin</b>	<b>2014-2016</b> <b>2014-2016</b>
<b>Coordinator</b>	<b>Edna McMillen</b>	<b>Ongoing</b>
<b>BIS/ACD</b>	<b>Jerry Hooper</b>	<b>2014-2015</b>
<b>Counselor</b>	<b>Sharon Billings</b>	<b>2013-2015</b>
<b>Leadership Team</b>	<b>Curtis Shumaker</b>	<b>2014-2016</b>
<b>Parent</b>	<b>Terri Arney</b>	<b>2014-2015</b>

## **PROFESSIONAL DEVELOPMENT POLICY**

- I. The Indian Capital ICTC Board of Education believes it has a responsibility to provide opportunities for the continual growth of its professional staff. Such opportunities shall include, within budgetary limitation, special in-service training courses and workshops as recommended by a staff development committee and/or the board. Staff members are encouraged to seek additional and higher degrees, to obtain further certification, and to become more proficient not only in their subject area, but also in their ability to handle discipline, and to motivate students.
- II. Certified employees must obtain a total of seventy-five (75) points per five-year cycle, with a minimum of six (6) local points of training per year.
- III. The Professional Development Committee shall be composed of classroom teachers, a counselor, administrators, and a parent(s) or student(s). A majority of the committee shall consist of the classroom teachers who will be selected from a list provided to the Board by the Indian Capital ICTC Classroom Teacher Association. The Professional Development Committee Members will be approved by the Board.
- IV. Notice of all Professional Development Workshops will be made on the web site at [www.ictctech.com](http://www.ictctech.com) and posted two weeks in advance at each building site for the purpose of providing opportunity for certified non-employed teachers and administrators to attend Professional Development Workshops.
- V. “Failure of any teacher to meet local school board state development requirements may be grounds for non-renewal of such teacher’s contract by the local school board. Such failure may also be grounds for non-consideration of salary increments affecting said teacher”

REFERENCE:(70. O. S., 1990, Section 6-158)



**Professional Development Committee  
Meeting Schedule  
2015-2016**

<b>MONTH</b>	<b>CALENDAR DAY</b>	<b>DAY OF WEEK</b>	<b>LOCATION</b>	<b>TIME</b>
<b>August</b>	<b>TBA</b>	<b>TBA</b>	<b>Muskogee</b>	<b>District In-Service</b>
<b>September</b>	<b>18<sup>th</sup></b>	<b>Friday</b>	<b>Tahlequah</b>	<b>12:30 p.m.</b>
<b>October</b>	<b>23<sup>rd</sup></b>	<b>Friday</b>	<b>Muskogee</b>	<b>9:30 a.m.</b>
<b>November</b>	<b>20<sup>th</sup></b>	<b>Friday</b>	<b>Sallisaw</b>	<b>12:30 p.m.</b>
<b>December</b>	<b>11<sup>th</sup></b>	<b>Friday</b>	<b>Muskogee</b>	<b>9:30 a.m.</b>
<b>January</b>	<b>15<sup>th</sup></b>	<b>Friday</b>	<b>Stilwell</b>	<b>12:30 p.m.</b>
<b>February</b>	<b>15<sup>th</sup></b>	<b>Monday</b>	<b>TBA</b>	<b>District In-Service</b>
<b>March</b>	<b>11<sup>th</sup></b>	<b>Friday</b>	<b>Tahlequah</b>	<b>9:30 a.m.</b>
<b>April</b>	<b>15<sup>th</sup></b>	<b>Friday</b>	<b>Sallisaw</b>	<b>12:30 p.m.</b>
<b>May</b>	<b>20<sup>th</sup></b>	<b>Friday</b>	<b>Stilwell</b>	<b>9:30 a.m.</b>
<b>June</b>	<b>No meeting due to Summer Schedule</b>			
<b>July</b>	<b>No meeting due to Summer Schedule</b>			

## **PROFESSIONAL DEVELOPMENT NEEDS AND OBJECTIVES**

Based on the results of the evaluation of the professional development program, the needs and objectives of the Indian Capital Technology Center Professional Development Program are:

1. Using iPad's and Mobile Devices in the Classroom
2. Ideas to Accommodate Different Learning Challenges
3. How to Improve CT Student Organization Leadership and Student Involvement
4. How to Develop Better Speaking / Listening Skills for Students
5. Ways to Get Students More Involved in Active Learning / Questioning
6. Creative Ways to Use Project-Based Learning in the CTE Classroom
7. Ideas to Develop Better Community Partnerships
8. Helping Students Learn to Use Better Problem Solving Skills
9. Ideas for Better Engaging All Learning Styles
10. Resources for Personal and Professional Development

**PROFESSIONAL DEVELOPMENT  
PROGRAM OF WORK  
July 1, 2015 - June 30, 2016**

I. GOAL: PROFESSIONAL DEVELOPMENT PLAN

<u>STRATEGY</u>	<u>RESPONSIBILITY</u>	<u>COMPLETION</u>
A. Committee schedule for completion of plan	All committee members	March
B. Completed plan to Board of Education	Chairperson	April

II. GOAL: PROFESSIONAL DEVELOPMENT POINTS REPORTS

<u>STRATEGY</u>	<u>RESPONSIBILITY</u>	<u>COMPLETION</u>
A. Professional Development points report from each campus to Edna McMillen	Support Staff personnel designated by administration Melissa Branch – Tahlequah Trish Marshall – Muskogee Shelly Neeley – Stilwell Jackie Whitekiller - Sallisaw Jana Freeman – Adm. Muskogee	June (due to late PD)

III GOAL: PROFESSIONAL DEVELOPMENT DAYS

<u>STRATEGY</u>	<u>RESPONSIBILITY</u>	<u>COMPLETION</u>
A. Plan Professional Development Day for August	All committee members	May
B. Plan Professional Development Day February	All committee members	January

V. GOAL: TEACHER OF THE YEAR

<u>STRATEGY</u>	<u>RESPONSIBILITY</u>	<u>COMPLETION</u>
A. Select a campus teacher Support staff of the year	All committee members	December
B. Select a district teacher Support staff of the year	All committee members	December



VI. GOAL: FEDERAL AND STATE REGULATIONS

<u>STRATEGY</u>	<u>RESPONSIBILITY</u>	<u>COMPLETION</u>
A. Maintain federal & state mandated regulations	All committee members	On-going
B. Plan activities that incorporate identified objectives from “No Child Left Behind” initiatives - American Recovery and Reinvestment Act of 2009 - Achieving Classroom Excellence - Teacher Leader Effectiveness - ICTC Continuous Improvement Plan	All committee members	On-going

VII GOAL: COMMUNICATION

<u>STRATEGY</u>	<u>RESPONSIBILITY</u>	<u>COMPLETION</u>
A. Submit meeting minutes to each committee member and administration on each campus	Chair	On-going
B. Submit meeting minutes to all licensed and certified personnel	Chair	On-going

VIII GOAL: PROFESSIONAL DEVELOPMENT COMMITTEE MEMBERS

<u>STRATEGY</u>	<u>RESPONSIBILITY</u>	<u>COMPLETION</u>
A. List of members for next term	I.E.A. and all committee members	April
B. Present list of suggested members for next year to Board for approval	Chairperson	May
C. Elect Chair Person		May
D. Elect Vice Chair Person		September

IX. GOAL: PROFESSIONAL DEVELOPMENT ANNUAL UPDATE

<u>STRATEGY</u>	<u>RESPONSIBILITY</u>	<u>COMPLETION</u>
A. Complete a needs assessment	All committee members	March
B. Complete annual update and present for Board approval.	Chairperson	May
C. Set specific goals and time lines for achievement of identified needs from assessments	All committee members	April

X. PROGRAM OF WORK WILL BE REVIEWED ANNUALLY THROUGH 2021.

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**District V004**  
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**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
PROFESSIONAL DEVELOPMENT IN-SERVICE ACTIVITY FORM  
2015 – 2021**

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**A. Identified Need**

Integrating Technology  
Using iPad's and Mobile Devices in the Classroom

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**B. Specific Training Objectives for the Above Identified Need**

Integration of technology into instructional strategies  
Canvas Training

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**C. Proposed Training Date**

District In-Service and monthly staff meetings

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**D. Proposed Personnel to be Trained**

All Indian Capital Technology Center licensed and certified District Personnel

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**E. Probable Training Agencies, i.e., the person providing the instruction**

1. IT District Administrator and Department Staff
2. IT Instructional Staff
3. Technology Specific Trainers
4. Instructional Services Staff

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**F. Source of Funds and Estimated Cost, i.e., professional development funds, general funds, etc.**

1. Professional Development funds; \$1000.00
-

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**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
PROFESSIONAL DEVELOPMENT IN-SERVICE ACTIVITY FORM  
2015 – 2021**

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**A. Identified Need**

Accommodate Different Learning Challenges

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**B. Specific Training Objectives for the Above Identified Need**

Instructional Strategies to meet the needs of students with learning challenges

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**C. Proposed Training Date**

District In-Service Training and monthly staff meetings

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**D. Proposed Personnel to be Trained**

All Indian Capital Technology Center licensed and certified District Personnel

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**E. Probable Training Agencies, i.e., the person providing the instruction**

1. Dr. Claudia Otto, ODCTE
2. Instructional Services Team
3. District Special Needs Specialist

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**F. Source of Funds and Estimated Cost, i.e., professional development funds, general funds, etc.**

1. Professional Development funds; \$1000.00
-

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**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
PROFESSIONAL DEVELOPMENT IN-SERVICE ACTIVITY FORM  
2015 – 2021**

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**A. Identified Need**

Student Motivation

Motivate students, increase CT Student Organization Leadership and Student Involvement

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**B. Specific Training Objectives for the Above Identified Need**

Provide materials and strategies to promote student motivation and engagement in the classroom

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**C. Proposed Training Date**

District In-Service Training and monthly staff meetings

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**D. Proposed Personnel to be Trained**

All Indian Capital Technology Center licensed and certified District Personnel

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**E. Probable Training Agencies, i.e., the person providing the instruction**

1. Instructional Services Team
2. Volunteer Instructors
3. Kelly Barnes – August
4. CTSO State Recognized Leaders

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**F. Source of Funds and Estimated Cost, i.e., professional development funds, general funds, etc.**

1. Professional Development funds; \$3500.00
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**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
PROFESSIONAL DEVELOPMENT IN-SERVICE ACTIVITY FORM  
2015 – 2021**

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**A. Identified Need**

Developing Better Speaking/Listening Skills for Students

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**B. Specific Training Objectives for the Above Identified Need**

Develop instructional strategies to support better speaking and listening skills for students

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**C. Proposed Training Date**

District In-Service Training and monthly staff meetings

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**D. Proposed Personnel to be Trained**

All Indian Capital Technology Center licensed and certified District Personnel

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**E. Probable Training Agencies, i.e., the person providing the instruction**

1. Instructional Services Team
2. Volunteer Instructors
3. Skills USA Training – Kelly Barnes

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**F. Source of Funds and Estimated Cost, i.e., professional development funds, general funds, etc.**

1. Professional Development funds; \$1000.00
-

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**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
PROFESSIONAL DEVELOPMENT IN-SERVICE ACTIVITY FORM  
2015 – 2021**

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**A. Identified Need**

Active Learning/Questioning involvement from students

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**B. Specific Training Objectives for the Above Identified Need**

Strategies for improving student discipline  
Group Discussions

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**C. Proposed Training Date**

District In-Service Training and monthly staff meetings

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**D. Proposed Personnel to be Trained**

All Indian Capital Technology Center licensed and certified District Personnel

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**E. Probable Training Agencies, i.e., the person providing the instruction**

1. Instructional Services Team
2. Volunteer Instructors
3. Campus Directors

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**F. Source of Funds and Estimated Cost, i.e., professional development funds, general funds, etc.**

1. Professional Development funds; \$1000.00
-

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**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
PROFESSIONAL DEVELOPMENT IN-SERVICE ACTIVITY FORM  
2015 – 2021**

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**A. Identified Need**

Creative ways to Use Project-Based Learning in the CTE Classroom

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**B. Specific Training Objectives for the Above Identified Need**

Develop ways to incorporate Project-Based Learning

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**C. Proposed Training Date**

District In-Service Training and monthly staff meetings

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**D. Proposed Personnel to be Trained**

All Indian Capital Technology Center licensed and certified District Personnel

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**E. Probable Training Agencies, i.e., the person providing the instruction**

1. Instructional Services Team
2. Volunteer Instructors
3. Leaders in PBL Training

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**F. Source of Funds and Estimated Cost, i.e., professional development funds, general funds, etc.**

1. Professional Development funds; \$3000.00
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**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
PROFESSIONAL DEVELOPMENT IN-SERVICE ACTIVITY FORM  
2015 – 2021**

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**A. Identified Need**

Community Resources  
Ideas to Develop Better Community Partnerships

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**B. Specific Training Objectives for the Above Identified Need**

Provide information and training on available resources on a local, county, state, and regional level

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**C. Proposed Training Date**

District In-Service Training and monthly staff meetings

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**D. Proposed Personnel to be Trained**

All Indian Capital Technology Center licensed and certified District Personnel

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**E. Probable Training Agencies, i.e., the person providing the instruction**

1. Instructional Services Team
2. Volunteer Instructors
3. Community Business Leaders
4. Student Services Staff

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**F. Source of Funds and Estimated Cost, i.e., professional development funds, general funds, etc.**

1. Professional Development funds; \$1000.00
-

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**District V004**  
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**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
PROFESSIONAL DEVELOPMENT IN-SERVICE ACTIVITY FORM  
2015 – 2021**

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**A. Identified Need**

Developing Better Thinking/Problem Solving Skills

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**B. Specific Training Objectives for the Above Identified Need**

Provide materials and strategies to promote student motivation, engagement, critical thinking & problem solving skills in the classroom

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**C. Proposed Training Date**

District In-Service Training and monthly staff meetings

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**D. Proposed Personnel to be Trained**

All Indian Capital Technology Center licensed and certified District Personnel

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**E. Probable Training Agencies, i.e., the person providing the instruction**

1. Instructional Services Team
2. Volunteer Instructors
3. Professional Presenters

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**F. Source of Funds and Estimated Cost, i.e., professional development funds, general funds, etc.**

1. Professional Development funds; \$1000.00
-

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**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
PROFESSIONAL DEVELOPMENT IN-SERVICE ACTIVITY FORM  
2015 – 2021**

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**A. Identified Need**

Instructional Effectiveness  
Ideas for Better Engaging All Learning Styles

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**B. Specific Training Objectives for the Above Identified Need**

Develop strategies for improving achievement and involving all learners

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**C. Proposed Training Date**

District In-Service Training and monthly staff meetings

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**D. Proposed Personnel to be Trained**

All Indian Capital Technology Center licensed and certified District Personnel

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**E. Probable Training Agencies, i.e., the person providing the instruction**

1. Instructional Services Team
2. Volunteer Instructors
3. Learning Styles Expert

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**F. Source of Funds and Estimated Cost, i.e., professional development funds, general funds, etc.**

1. Professional Development funds; \$1000.00
-

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**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
PROFESSIONAL DEVELOPMENT IN-SERVICE ACTIVITY FORM  
2015 – 2021**

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**A. Identified Need**

Resources for Professional and Personal Development

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**B. Specific Training Objectives for the Above Identified Need**

Responsibility of School-Wide Climate

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**C. Proposed Training Date**

District In-Service Training and monthly staff meetings

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**D. Proposed Personnel to be Trained**

All Indian Capital Technology Center licensed and certified District Personnel

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**E. Probable Training Agencies, i.e., the person providing the instruction**

1. Instructional Services Team
2. Volunteer Instructors
3. Professional Speakers

---

**F. Source of Funds and Estimated Cost, i.e., professional development funds, general funds, etc.**

1. Professional Development funds; \$1000.00
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## **PROFESSIONAL DEVELOPMENT (REGULATION)**

**In accordance with the policy of the Board of Education, the following regulation shall govern professional development.**

### **I. Professional Development of Certified and Licensed Personnel**

#### **A. Membership in Professional Organizations**

The Board of Education feels genuine professional growth can be obtained by membership in the various professional organizations, but that membership should be on a voluntary basis and not compulsory.

#### **B. Attendance at Required Meetings (all certified and licensed personnel).**

Certified and licensed persons are expected to attend all district meetings planned by the professional development committee.

#### **C. In-Service Training (as regulated by House Bill 1706)**

1. A minimum of 75 professional development points shall be earned within a five-year period by each certified and licensed individual. One point shall be equivalent to one clock hour.
2. Six professional development points must be earned from the guidelines set forth in the Professional Development Plan. Any exceptions must be submitted and approved by the Professional Development Committee.

### **II. Approved Professional Development Opportunities**

#### **A. Such workshops as shall be provided by the local Professional Development Committee in response to analysis of needs assessments administered annually to all certified and licensed personnel. (Six points per year must be chosen from these workshops).**

#### **B. Credit may be earned through the following alternatives:**

1. Professional Meetings (Sanctioned by the Oklahoma Association of Career and Technology Education and the State Department of Education or professional organizations where professional development points are awarded).

- a. State and Zone O.E.A. Workshops and C.C.O.S.A. Meetings

- b. Summer and Saturday Workshops
- c. Career Tech
- d. Teacher Visitation
- e. Advisory Council Meetings
- f. Industrial Visits
- g. Industrial Internship
- h. Occupational Work Experience

2. Professional Committees

- a. Textbook Committee
- b. Professional Development Committee
- c. Local Certified Personnel Conducting Workshops
- d. Local Teacher Association President (5 points/year)
- e. Curriculum Review Planning Committee
- f. Curriculum Review Chairpersons (1 point/year)
- g. Current Professional Development Committee Chairperson (5 points/year)

3. College Courses and Credits (One semester hour of approved college credit shall equal 15 professional development points, documentation required.)

4. Additional kinds of experiences may be recommended as alternative activities to the Professional Development Committee.

5. Instructional Staff will attend numerous activities which have not been provided by the local school district which meet the requirements for professional development by the Indian Capital Professional Development Committee, which greatly improves classroom instruction.

6. For each clock hour of participation in alternate activities, one professional development point will be awarded.

III. Record Keeping

- A. Documentation for workshops and individual records of professional development points will be kept by the designated support staff on each campus.
- B. Documentation, evaluations, and signing the record of points is the responsibility of each individual.
- C. Documentation and evaluations must be turned in to the designated support staff on each campus during the current fiscal year (July 1 to June 30.)
- D. A report of earned points for the staff will be posted in each building between February meeting and April 1.

- E. Any questions concerning professional development should be directed to the Professional Development Coordinator (designated person from Leadership Team).
- F. Individual records of professional development points will be maintained as required by state statutes.
- G. Only the minimum number of points and required activities will be maintained on each campus, for each individual. Examples are 6 points each year and 75 points for each cycle. Individuals are encouraged to maintain record of activities above requirements.
- H. Cooperation of all certified and licensed personnel will be necessary to maintain an accurate professional development record for each person.

IV. Guidelines for Membership on Professional Development Committee

- A. The Professional Development Committee of classroom teachers, a counselor and administration will be elected for a two-year term. Alternate members shall serve the remainder of the term of the member they are replacing. Parents/students and higher education will serve for a one-year term. Teachers will maintain a majority at all times.
- B. The chairperson and vice-chairperson will be chosen at the end of each school term to begin serving the following school year. The chairperson should be a professional development member with one year of experience on the committee.
- C. The past Chairperson shall remain, and not be replaced, on the Professional Development Committee for one more year after leaving office,

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## Needs Assessment 2014

The Professional Development Committee appreciates the feedback that you provide.

**\* 1. Please choose (3) three topics/areas that you would like to receive information or training on in a future Professional Development In-Service meeting:**

- Classroom/Lab Management: Assessment Practices
- Classroom/Lab Management: Discipline
- Classroom/Lab Management: Lesson Plans
- Classroom/Lab Management: Preparation
- Classroom/Lab Management: School-Wide Climate Responsibility
- Classroom/Lab Management: Student Relations
- Instructional Effectiveness: Adjusting Based Upon Monitoring
- Instructional Effectiveness: Common Career Technical Core Standards/Career Majors
- Instructional Effectiveness: Establishing Closure
- Instructional Effectiveness: Explaining Content
- Instructional Effectiveness: Explaining Directions
- Instructional Effectiveness: Involving All Learners
- Instructional Effectiveness: Literacy
- Instructional Effectiveness: Models
- Instructional Effectiveness: Monitors
- Instructional Effectiveness: Student Achievement

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## Needs Assessment 2014

### Needs Assessment, Continued

**\* 2. Please choose (5) five topics/areas that you would like to receive information or training on in a future Professional Development In-Service meeting:**

- Academic Integration
- Career Exploration Curriculum
- Collecting & Interpreting Data for Decision Making
- Community Resources
- Developing Better Reading/Writing Skills for Student Growth
- Developing Better Speaking/Listening Skills for Student Growth
- Developing Better Thinking/Problem Solving Skills for Student Growth
- Developing Community Partnerships
- Economic Development
- Industry Accreditation Specific
- Integrating Technology
- Leadership Training
- ODCTE 5 Year Evaluation
- Poverty Training
- Professional Growth & Continuous Improvement
- Return on Investment (ROI)
- Student Information System: PowerSchool/PowerTeacher
- Student Motivation/Engagement

**3. List additional topics that you would like to receive information or training on in future Professional Development In-Service meetings:**

Prev Done