

Comprehensive Strategic Planning Model Internal Analysis

1. Data analysis of your school.

- a. Using DCPS (or other) data resources, give a description of the population your school serves?
- b. How many students (2005)?
- c. Has the population increased or decreased over the last 5 years?
- d. What racial groups and what percent of each?
- e. What percent female/male?
- f. What percent ESOL population? Title I? Special Education?
- g. What grade levels?
- h. What are the school hours? For students? Teachers?
- i. What are the teacher work hours?
- j. What is the average teacher/student ratio?
- k. What duties are teachers expected to participate in? (i.e., club advisory, hall duty, recess, lunch duty, PTA, back to school etc...)—weekly? Monthly?
- l. How many guidance counselors? Nurse? Janitorial staff? Admin? Other?
- m. Average number of guidance counselor/parent conferences per week?
- n. Average number of IEP meetings each week?
- o. How do you order equipment and supplies? Do you have a set budget? Submit to dept chair or principal?
- p. What type of planning time do you have?

2. Sketch or diagram your schools building “blueprint”—where are things located? (you might be able to cut and paste from the schools website)

3. Describe PD

- a. What or how are substitute arrangements made?
- b. What are certification requirements? Cont. Ed Requirements?
- c. How easy/difficult is it for you to receive admin/dept approval to leave for family-personal appointment? Holiday? Extra leave to go to conference etc...

4. Describe your department/grade level environment

- a. How many teachers in your department? And their qualifications? Years of experience?
- b. DO you have a section/department head/lead teacher/chair?
- c. How many subject areas/courses? and how many sections of each?
- d. On average how many subjects taught per teacher?
- e. Block or regular schedule? How many classes per day? Number of student contact per day?

- f. What type of facilities and equipment do you have?
- g. When are materials ordered? And how?
- h. Do you have all the equipment you hoped for?
- i. Does you group meet together to plan? to plan lesson plans? Assessments? Benchmark assessments?
- j. Do you have a pre test for students entering general science area each year? Each subject matter?

5. Describe data analysis

- a. Using student achievement data
<http://silicon.k12.dc.us/apds/APDSSummaryReports.asp> give an overall snapshot of your student population strengths and weaknesses based on standardized (tests scores)—reading/math.
- b. Using student achievement data (departmental/pre/post/ other) give an overall snapshot of your student population strengths and weaknesses
 - i. What do you do with this knowledge (in terms of departmental ? in terms of individual classroom)
- c. From the data, what is the overall organizational goal (i.e., the principal has decided to focus on improving...)
- d. What strategies have been put in place to reach the above goal?

6. Parent Feedback

- a. Describe parental concerns, wishes, wants ---based on parent survey or other

7. Teacher Feedback

- a. Describe parental concerns, wishes, wants ---based on parent survey or other

8. Student Feedback

- a. Describe parental concerns, wishes, wants ---based on parent survey or other