

## UNIT / DIVISION / DEPARTMENT INFORMATION

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|----------------------|--|------------------------|-----------|
| <b>Unit Name</b>     | Instructional Services Unit                    | <b>Department Name</b> | N/A       |
| <b>Division Name</b> | Instructional Design and Professional Learning | <b>School Year</b>     | 2017-2018 |

## IDENTIFY GOALS AND ACTION STEPS

Select two areas in need of improvement from your list of concerns. Use the space below to identify the goal for each concern.

### GOAL ONE

Adequately direct schools to the appropriate division, department, or resource for assistance.

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| <b>Action Steps</b>   | 1. Develop a new division website to facilitate providing clear information for schools and directing them to the appropriate division, department, or resource.<br>2. Provide information and training to division staff to ensure that schools needs are adequately met regardless of their first contact. |
| <b>Personnel Responsible</b>  | Dr. Jesse Welsh, division office staff   |
| <b>Monitoring Plan (Evidence/Data the action step has occurred)</b> | 1. Creation of a new division website with appropriate resources and information.<br>2. Training logs and information shared on division InterAct icon.  |
| <b>Timeline</b>   | 1. Initial launch of new website by September 2017 with full implementation by December 2017.<br>2. Quarterly August 2017 through May 2018   |

### GOAL TWO

Ensure transparency in all information communicated to improve overall perception of the District as a whole.

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| <b>Action Steps</b>   | 1. Provide all engaged stakeholders with bi-weekly communication regarding major initiatives and professional development to ensure effective transparency.<br>2. Engage the division Principal Advisory Group for input and feedback and share information regarding any questions that arise. |
| <b>Personnel Responsible</b>  | Dr. Jesse Welsh, division office staff  |
| <b>Monitoring Plan (Evidence/Data the action step has occurred)</b> | 1. Distribution of a bi-weekly newsletter providing clear information<br>2. Meeting agendas and minutes from monthly Principal Advisory Group meetings  |
| <b>Timeline</b>   | 1. Bi-weekly, August 2017 through May 2018<br>2. Monthly, September 2017 through May 2018   |