

## UNIT / DIVISION / DEPARTMENT INFORMATION

<b>Unit Name</b>	Instructional Services	<b>Department Name</b>	Vision Services
<b>Division Name</b>	Student Services	<b>School Year</b>	2018-2019

## 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

The Vision Services Department will take a proactive approach in providing a supportive and positive work environment for department personnel, as evidenced by an increase of 25% in positive responses in the annual Summative Assessment Survey.

<b>Action Steps</b>	<ul style="list-style-type: none"> <li>*Create a survey and tracking system addressing all assessment inquiries</li> <li>*Collect and review all baseline data to determine department trends and patterns regarding assessment inquiries</li> <li>*Discuss inquiries at individual staff meetings</li> <li>*On a monthly basis, review and discuss progress to determine trends and patterns regarding assessment inquiries</li> <li>*Provide guidance, support and/or training opportunities based upon common inquiries identified through analysis</li> </ul>
<b>Personnel Responsible</b>	Department Coordinator, Teachers of the Visually Impaired and Orientation and Mobility Specialists
<b>Monitoring Plan (Evidence/Data the action step has occurred)</b>	<ul style="list-style-type: none"> <li>*Baseline data will be collected and reviewed during the first month of the 2018-2019 school year</li> <li>*Time will be dedicated during staff meetings to discuss progress on providing a supportive and positive work environment for Vision Services personnel</li> </ul>
<b>Timeline</b>	Goal one will be completed no later than May 18, 2019.

### GOAL TWO

The Vision Services Department will take a proactive approach in providing quality services to schools, as evidenced by an increase of 25% in positive responses in the annual Summative Assessment Survey.

<b>Action Steps</b>	<ul style="list-style-type: none"> <li>*Administer tracking system (survey monkey) on each email sent out by Vision Services personnel addressing assessment inquiries</li> <li>*Create a formative survey addressing assessment inquiries for school personnel to be completed during the school year</li> <li>*Set communication and response to inquiries expectations</li> <li>*On a monthly basis, disaggregate and analyze survey responses to determine trends and patterns regarding assessment</li> <li>*Provide contact information, guidance documents, communication and/or in-services for school personnel based on inquiries identified through analysis</li> </ul>
<b>Personnel Responsible</b>	Department Coordinator, Teachers of the Visually Impaired and Orientation and Mobility Specialists
<b>Monitoring Plan (Evidence/Data the action step has occurred)</b>	Time will be dedicated during staff meetings to discuss progress on providing quality services to schools in a timely manner.
<b>Timeline</b>	Goal two will be completed no later than May 18, 2019.