

UNIT / DIVISION / DEPARTMENT INFORMATION

Unit Name	Instructional Services	Department Name	Early Childhood
Division Name	Student Services	School Year	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 Early Childhood Department will take a proactive approach in providing resources and information to department staff to effectively meet deadline and track important dates as evidenced by maintaining a 100% positive rating on the annual Summative Assessment Survey.

Action Steps	<ul style="list-style-type: none"> - Maintain a department calendar with access for all department staff with any due dates or deadlines - Maintain EC Staff Website with important information and deadlines - At all weekly, monthly, and bi-monthly meetings a standing agenda item regarding upcoming events, due dates, and expectations will be discussed - Sign in sheets and meeting notes will be dispersed within the department
Personnel Responsible	Early Childhood Administration Team
Monitoring Plan (Evidence/Data the action step has occurred)	Monthly calendar review at each meeting to determine if items discussed are being completed on time and the status of those items not completed.
Timeline	Goal 1 will be completed no later than May 17, 2019.

GOAL TWO

The Early Childhood Department will take a proactive approach in providing updated Central Services/Staff contact listings to department staff in order to improve customer service with all stakeholders as evidenced by an increase of 10% in positive responses on the annual Summative Assessment Survey. (Currently at 80%)

Action Steps	<ul style="list-style-type: none"> - Provide staff with Central Services Staff contact listing - Provide updates to Central Services Staff contact listing as needed - Inform staff in regards to which Central Services would be contacted for a stakeholders concern or question
Personnel Responsible	Early Childhood Administration Team
Monitoring Plan (Evidence/Data the action step has occurred)	<ul style="list-style-type: none"> -Email/Printed copy of list to staff -Email/Printed copy updates as needed -Meeting agenda to discuss who to contact
Timeline	Goal 2 will be ongoing and completed by May 17, 2019.