GUIDANCE ON NEEDS ASSESSMENT

FLORIDA DEPARTMENT OF EDUCATION

ACADEMIC ACHIEVEMENT THROUGH LANGUAGE ACQUISITION

What is Needs Assessment?

- A Needs Assessment is . . . . . .
  - a research and planning activity that attempts to determine the nature and extent of an issue, concern or challenge, as well as the availability and effectiveness of existing programs and resources in order to effectively target proposed services.

Why Do A Needs Assessment?

- Required by Principles of Effectiveness
- To understand the current situation
- To identify successes
- To identify challenges
- To determine underlying causes
- To prioritize efforts and target resources

Data for Needs Assessment

WHERE:
- District-level automated English Language Learners (ELLs) data reports
- School-level score reports on academic achievement and/or English language proficiency (ELP)
- Annual School Report Card
- Program Feedback Instruments (Pre/Post)
- Input from parents/guardians and community members regarding the English for Speakers of Other Languages (ESOL) Program
- Survey on training needs for parents, such as family literacy

WHAT:
- Data on English proficiency levels (EPL) by school and by district
- Data on academic achievement of current and former ELLs
- Disaggregated Average Yearly Progress (AYP) Data Reports
- Data on the number of Highly Qualified Teachers (HQT)
- Data on the number teachers that need ESOL training or certification; analysis of state funded professional development activities

How Do I Determine The Issues And Concerns?

- Think in terms of second language acquisition and the unique needs of ELLs.
- Think in terms of other risk factors affecting ELLs in your district: mobility, prior educational experiences.
- Think in terms of specific goals, objectives and the strategies necessary to reach the goals.
- Get input from school and other district personnel.
- Use brainstorming techniques with colleagues and other program staff to focus on what the real issue, concern or area of need may be.

Next Steps

Use the results of your needs assessment to:

(1) ensure that the goals, objectives and strategies you describe under the instructional services to increase English proficiency of ELLs are aligned with the needs assessment results;

(2) ensure that the overall goals, objectives and strategies for increasing the achievement of current and former ELLs are aligned with the needs assessment results;

(3) develop the budget to ensure the effective and efficient implementation of the proposed project;

Next Steps . . (cont'd)

Use the results of your needs assessment to:

(4) determine the need for professional development or inservice training over and above that which is statutorily mandated;

(5) determine how to increase parental involvement;

(6) find proven strategies for ensuring equitable services to ELLs enrolled in private schools;

(7) alternative ways to increase collaboration across all the programs serving ELLs; and

(8) determine methods for reporting student outcomes resulting from implementation of services funded under this project.

Writing The Project Application

Analyze data and information that you collected through the needs assessment and prepare your response:

•Summarize the methods used to collect information and to disaggregate the data.

•Summarize the data and current situation.

•Briefly identify challenges and underlying causes.

•Briefly identify success and proven strategies.

•List and prioritize needs that will be addressed with this project application.