

DOINGWHATWORKS



SAMPLE MATERIAL

Annual Evaluation by Site Director and Staff

John Muir Elementary School, Washington

Topic: Increased Learning Time: Beyond the Regular School Day

Practice: Evaluate Program

John Muir Elementary School, in partnership with the Powerful Schools after-school program, conducts annual evaluations to assess whether goals are being met and devise a plan for improvement. These evaluations synthesize a variety of data measures and feedback from teachers, students, and parents to address program effectiveness indicators, such as student academic achievement, homework completion, student attitudes, parental attitudes, and motivation.

It is vital to provide staff with professional development on maximizing program results and attaining state, district, and school goals. The *Annual Evaluation by Site Director and Staff* provides guidance on gathering staffs' perspective on the value of training and technical assistance. Surveys are generally administered by an outside evaluator. After collecting and analyzing the data, the program director and executive director look for gaps between program goals and actual survey results. They use these data to make improvements or adjustments to the program. Survey results are used to communicate with stakeholders, demonstrate success, and plan for continuous improvement to the program to meet student needs.

SCHOOL'S OUT WASHINGTON Annual Evaluation By Site Director and Staff

We would like to have your honest perspective about how the past 6 months' training has affected your program. Please make sure that all staff who have worked with your SOWA Trainer contribute to this evaluation.

Program: _____

Your SOWA Trainer: _____ Today's Date: _____

Your Name: _____ Your Title: _____

1. "From training and technical assistance provided, I have noticed these changes in our staff's skills and abilities" (Please select and rank only your top five responses with 1 being the most noticeable- to 5 being somewhat noticeable)

- ___ Staff have a better understanding of and use culturally relevant, anti-bias theories and practices.
- ___ Staff are better able to plan and implement developmentally and culturally appropriate curriculum and environment.
- ___ Staff relate to children in positive ways.
- ___ Staff have completed tasks as indicated by the Office of Community Learning.
- ___ Director has increased management skills (staff supervision, coaching adults, budgeting, marketing, etc.)
- ___ Staff have increased awareness of and use strategies to increase partnerships and communications with school(s.)
- ___ Staff have increased awareness of and use strategies to reinforce learning and literacy development.
- ___ Staff have increased awareness of and use strategies to increase parent and youth involvement.
- ___ Staff have better understanding of and use community resources to support children and families (Office of Community Learning, public health, family advocates, family support workers, community agencies, etc.)
- ___ Staff are making progress on their individual professional development plans by supplementing on-site training with workshops, college courses, and other training opportunities.
- ___ Staff have increased awareness of and use strategies to support the program's alignment plan.

2. Please describe your trainer's strengths in each category:

	Excellent	Good	Fair	Poor	N/A
Knowledge of topics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of time used for on-site training and technical assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate handouts/resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of training content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance to training goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training style compatible to staff & program ie modeling, coaching, practice and follow-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral to other professional development resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization of training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please describe any changes you would like to see in your on-site training:

4. Were your training goals (please check): ☐ fully met ☐ partially met ☐ not met ☐ N/A

Please explain: _____

How were the training goals related to your site's *Seattle Public Schools alignment plan* met since the beginning of the current calendar year? (if applicable)

5. "From the training and technical assistance provided, I have noticed these changes in our program" (Please select and rank only your top four responses with 1 as being the most noticeable- to 4 being somewhat noticeable)

- ☐ the program's indoor space meets the needs of the children
☐ the program's outdoor space meets the needs of the children
☐ the daily schedule provides a variety of activities from which to choose
☐ a variety of materials, supplies, and equipment are available to children
☐ program reflects cultures of children and families served
☐ the program supports children's' learning
☐ other: _____

6. How do the children in the program benefit from the training provided (Please select and rank only your top four responses with 1 as being the most noticeable- to 4 being somewhat noticeable)

- ☐ better conflict resolution skills ☐ better communication skills with staff
☐ increased involvement in activities ☐ increased participation in activities that support learning
☐ increased positive peer-to-peer interactions other: _____
☐ increased involvement in program planning _____

7. As advocates for the availability of quality after-school care for all children and youth, we collect data regarding services provided to low-income families. Responding to this question is optional. It is used for internal purposes only.

Does your program charge a fee? ☐ Yes ☐ No If yes: Number of enrollees on subsidies: ____

	SUMMER	SCHOOL YEAR
	Total children enrolled	Total children enrolled
5 - 8		
9 - 12		
13 - 14		
Preschool/Other		

Thank you!