Instructions for Using the Self-Assessment Tool

1. **Complete the assessment:** Bring together a team of key stakeholders to complete the self-assessment tool. Each person should complete the assessment separately to reflect on strengths and opportunities for improvement.

    a. **If you are meeting in person**, give each participant a copy of the self-assessment to complete on their own.
    b. **If you are meeting virtually**, create an online version of the self-assessment using applications like Google Forms or Survey Monkey.

2. **Tabulate the results** and share with the team so they can see how everyone responded to each question.

    a. **If you used a paper-and-pencil version**, collect/summarize the results using a clean copy of the self-assessment or have participants transfer their responses to a wall chart *(see example below using dot stickers on the "Large Chart" version).*

    Example: Print out the "Large Chart" version of the self-assessment, which has one question per page, and post them around the meeting room. Using dot stickers or some other type of marker, ask everyone to record their answers on large chart paper so that the group can see how everyone responded to each question. This approach allows everyone to see the collective responses without the need for additional copies.

    b. If you used an online version, download/print out the summary reports and share with the team.

3. **Discuss:** Convene the group to review what the combined data reveal about strengths, gaps and differences of opinion. Use the results to identify practices that should be continued and to flag potential areas for improvement. Consider these questions:

    - What overall patterns do you see?
    - Where do people differ in their overall assessments of the current situation?
    - Discuss their reasoning behind their responses. Keep in mind that the goal is to deepen the group's understanding of why the differences of opinion might exist; agreeing on a rating is not essential.

4. **Set goals:** Once team members have agreed on initial priorities, get feedback from key stakeholders, then finalize your goals.

5. **Make a plan:** Discuss what you see as the biggest gaps or priorities to address in the near future. Consider the existing resources that could be leveraged to address these priorities. If needed, use the dot stickers, or take a hand vote to identify the top three to five priorities for action. Then discuss the following questions to help you develop the next steps.

    - Who needs to be involved in advancing these priorities?
    - What are immediate next steps?
    - Who can take responsibility for ensuring follow-up occurs?
    - Outline a clear plan for moving forward, including deliverables, timelines, key groups involved, and who owns each piece.
    - Determine how to stay in communication with each other about progress on the next steps and decide whether a follow-up meeting is needed.

6. **Communicate the results:** The team should communicate the results of the assessment with staff where appropriate -- including district, school, and community partners -- and engage them in executing the improvement plan.