

GUIDE TO LEADING THE PROCESS FOR COMPLETING SSC DEVELOPMENTAL RUBRIC AND SELF-ASSESSMENT

It will take TWO meetings to prepare the SSC Self-Assessment. Both meetings should be part of your regular SSC schedule.

1. Meeting 1 is for preparing individual SSC members to complete the SSC Self-Assessment on their own.
2. Meeting 2 is devoted to discussing members' SSC Self-Assessment results and completing the master Self-Assessment (including Development Plan) as a group.

I. Meeting 1: How to Complete the Self-Assessment (allow approx 25 minutes of your regular meeting time)

Who should lead the discussion? SSC Chair should take the lead after having reviewed and familiarized him/herself with the SSC Rubric and Self-Assessment (Self-Assessment) beforehand. If chair is new or unsure of the tool, principal should help guide discussion.

When should this meeting happen? Introduce the SSC Self-Assessment AFTER you have completed your site plan but BEFORE the last meeting of the year, i.e. mid April to early May. It will take TWO meetings to complete the SSC Self-Assessment: Meeting 1 is for explaining the Self-Assessment and instructing individual SSC members on how to complete it. Meeting 2 is devoted to discussing members' results and completing the master SSC Self-Assessment (including Development Plan) as a group.

What should be covered?

- Explain purpose and use of Self-Assessment.
- Explain that completing the Self-Assessment is a collaborative process that begins with individual SSC members understanding and completing the Self-Assessment on their own.
- Hand out assessments to all and walk through the structure of the Self-Assessment:
 1. Explain the five standards of effective SSC operations using descriptions under "Standards."
 2. Explain that each of the four columns in the document (undeveloped, emerging, developing, thriving) represents a stage of development for the SSC; and each numbered practice evolves from the first to final column, showing progress from least to most developed stage.
 3. Explain that all SSC members are meant to complete the assessment (pp 3-8) independently before the SSC meets as a group to determine their overall developmental rating and create a development plan.

**GUIDE TO LEADING THE PROCESS
FOR COMPLETING SSC DEVELOPMENTAL RUBRIC AND SELF-ASSESSMENT**

What are important points to highlight with SSC members?

- Each SSC member should – on their own – complete pp. 3-8 of the self-assessment BEFORE your next SSC meeting.
 1. SSC members should use a **highlighter** pen to select practices that apply to your SSC. Highlighting practices will make them easier to examine across each standard at a glance, and to understand for each standard what your SSC does well and where it is challenged.
 2. Of the 6-8 practices listed for each standard, choose only one of the four ranged across the developmental stages that best describes how your SSC operates.
 3. After highlighting practices for each standard, follow directions for scoring (see p. 2). Complete ratings list on page 8, and then add the scores together and divide by 5 for overall score, which will place your SSC between 1 (undeveloped) and 4 (thriving) on developmental rubric. Write in the overall score.
 4. Review your self-assessment and be ready to discuss your ratings and identified areas of strength and weakness at the next SSC meeting.

II. Meeting 2: Completing the Self-Assessment as a Team (Allow 60-90 minutes.)

Who should lead the discussion? SSC Chair should take the lead after having completed his/her own SSC Self-Assessment beforehand. If chair is new or unsure of the tool, principal can help guide discussion.

When should this meeting happen? Be ready to complete the master Self-Assessment, including the Development Plan, at your second last or last meeting of the year. You will need to send the completed master version to the District Site Planning Team and retain a copy for your SSC records. Also, retain SSC members' individual Self-Assessments for SSC records.

What should be covered?

- Chair asks each SSC member to share their assessment with the larger group; it may be helpful for Chair (or secretary) to chart the following:
 1. Rating for each standard
 2. Overall score for SSC
 3. Major strengths and weaknesses identified

**GUIDE TO LEADING THE PROCESS
FOR COMPLETING SSC DEVELOPMENTAL RUBRIC AND SELF-ASSESSMENT**

- Chair should have ready a blank “master” Self-Assessment. Chair will collect information to complete pages 8 (Standards Scoring), 9 (Development Plan) and 10 (SSC information) by end of meeting. The master document will be sent to the District Site Planning Team when complete.
- After hearing from each SSC member on their ratings, Chair leads discussion on how whole group thinks each standard should be rated.
 1. Chair can have members vote by consensus (thumbs up, down, or in the middle) and encourage those who are anything but thumbs up to share their concerns or counter arguments. Discussion should continue until everyone has participated, and agrees they can support the ratings (thumbs up) or can accept ratings with reservations (thumbs middle).
 2. Chair fills in rating for each standard.
 3. Chair adds up ratings for each standard, divides by 5, and fills in overall score for SSC.
- After ratings are complete, Chair leads group in identifying up to two (2) standards where SSC would like to improve.
 1. For each standard, identify up to four (4) practices that your SSC identified as being weaker than the others (ie not in the thriving column).
 2. For each practice, identify action(s) your SSC will take to improve that practice and who will be responsible for implementing those actions.
 3. For each practice, also identify resources, technical assistance or training from the District (or others) that your team needs to improve the practice.
 4. All of this information should be charted or at least read out to group so that Chair can take consensus vote on adopting the Development Plan.
 5. Once approved, Chair completes the Development Plan in the master document.

Send your completed master Self-Assessment -- including Scoring, Development Plan, and SSC Identification pages -- to the District Site Planning Team and retain a copy for your SSC files. SSC Self-Assessments completed by individual SSC members should also be retained as part of the School Site Council’s official records.