

Written Procedure to Annually Evaluate Title IIA Programs

State and Federal Programs are required to be evaluated annually for effectiveness and impact on achievement. A yearly program evaluation will be conducted using the MDE-Approved Evaluation Tool or the MDE-Approved Planning Tool. Note, not every facet of a program must be evaluated each year.

Process

- The Title IIA Director/Director of State and Federal Programs is responsible for conducting the annual evaluation of the Title IIA program (PD Plan).
- Evidence of impact on student achievement is a substantive part of the PD Plan evaluation. The Title IIA Director/Director of State and Federal Programs will:
 - collect analyses of local assessment data from district and school improvement teams, for use in program evaluation.
 - collect analyses of state assessment data from district and school improvement teams, for use in program evaluation.
 - use state and local assessment data analyses, conduct the evaluation of the Title IIA PD program.
- The Professional Development Needs Assessment is a substantive part of the PD Plan evaluation. Conducting the needs assessment is an ongoing process. District Leadership Team members, and all staff, will provide input into the needs assessment.
 - The Title IIA Director/Director of State and Federal Programs will meet with District Leadership Team members on an ongoing basis to assess professional development needs and solicit input into the evaluation of the PD Plan.
 - All staff contribute to the evaluation of the Professional Development Needs Assessment by the information provided when completing PD evaluations.
 - The Title IIA Director/Director of State and Federal Programs will summarize information from the Professional Development Needs Assessment.
 - The Needs Assessment will consider PD impact, readiness, knowledge and skills, opportunity, and implementation with fidelity.