

State Leadership Team Benchmarks of Quality: Process for Self-Assessment

Suggested Process (3 Hours Total)

The Benchmarks of Quality (BoQ) document can be shared with SLT members beforehand to review, but it is important that individuals not assign a rating before meeting together. Each individual may not have all the information necessary to inform a rating that reflects the current status of each benchmark.

Small Group (approximately 80 minutes)

Once together, the SLT members will be split into three to four groups, with a maximum of four people per group. No more than two groups should work in the same room (this helps to minimize noise and distraction from the discussion). Each small group will have approximately 80 minutes to discuss each benchmark of quality, come to consensus on a rating, and make note of any comments to be shared with the full group (either in the margin or on a separate notes page). If group members disagree on the rating, we recommend choosing the lower number. This may be more accurate if someone believes the number to be lower, and you want to be sure to show improvement overtime. Each small group designates a spokesperson who will report to the large group on their selected rating. *Each small group should appoint a timekeeper in order to get through all 49 benchmarks.*

Large Group (approximately 80 minutes)

Come back together as a large group with the purpose of reaching consensus among the small groups on a single rating for each of the benchmarks. Ask for a volunteer to take notes on ratings and any comments the SLT decides should accompany a given rating. *Ask for a timekeeper to ensure the SLT successfully obtains a rating for each of the 49 benchmarks.*

Start with Benchmark #1. Each group will be asked for their rating only. If the ratings are the same the SLT will move on to #2 without sharing comments. If the ratings differ, comments will be shared and discussion will follow in order to reach consensus for a single rating for the benchmark.

Next Steps

Have the scored *Benchmarks of Quality* document put into an Excel spreadsheet to record and graphically depict the ratings. This completed file is then shared back with the SLT members and can be used in displaying progress over time.

At the next SLT meeting, members will prioritize benchmarks to address via action planning. The SLT can choose three or four individual benchmarks or a cluster of benchmarks within a critical elements category to prioritize or put all of them on the action plan with short- and long-term goals.

The contents of this document were developed under cooperative agreements from the U.S. Department of Education, #H326P120002, #H326P17001, and #H326B170003, from the Office of Special Education Programs, U.S. Department of Education. However, these contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government. ECTA Center Project Officer, Julia Martin Eile and NCPMI Project Officer, Jennifer Tschantz.

This document can be found at:
<http://ectacenter.org/sig>