Virginia Middle and High School Principals and Assistant Principals

**2016 SECONDARY PRINCIPALS NEEDS ASSESSMENT**

This information is used throughout the year to plan programs, implement services, and support school administrator priorities.

The Virginia Department of Education (VDOE) and the Virginia Association of Secondary School Principals (VASSP) annually conduct a statewide needs assessment of all middle level and high school administrators. We are also seeking your important input in developing an annual summer conference that addresses your instructional, administrative, and personal needs. We invite you to submit topics and names of presenters to be considered for inclusion in the annual Virginia Middle and High School Principals Conference and Exposition. The theme of the conference is *Principal Leadership – Discover ‘17*.

Please complete this form and return it no later than **March 11, 2016**. Be as thorough as possible. In addition to planning the summer conference, VDOE and VASSP will use the survey results to help determine additional training needs. This form may be completed online at http://www.vassp.org/VASSP/meeting-conferences/vassp-annual-conference/.

If you need more space, please attach additional sheets to this form. If you have any questions, please call Kassie Cahill at VASSP, 804-355-2777.

Submit your completed NEEDS ASSESSMENT to: VASSP

 4909 Cutshaw Avenue

 Richmond, Virginia 23230

 FAX: (804) 355-4262

Please Type or Print:

**Required Information:**

Current Position (√): Principal Assistant Principal Middle School High School

***This information is optional and will be held confidential. It enables us to follow-up with any specific questions.***

*Your Name* *Title*

*School Name*

*School Address* *City* *State* *Zip*

*Telephone No.* ( ) *E-mail Address*

**SECTION I:**

1. Please provide a specific description of your **INSTRUCTIONAL NEEDS**:

2. Please provide a specific description of your **ADMINISTRATIVE NEEDS**:

3. Please provide a specific description of your **PERSONAL NEEDS** (e.g., motivational, camaraderie):

**SECTION II: Recommended Conference Topics** (in priority order):

1. 4.

2. 5.

3. 6.

**Recommended Conference Presenter for Topics**: (use additional paper if necessary)

Suggested Format (circle): concurrent general session law clinic Round Table discussion

Name Topic

Position School/Organization

Address City/State/Zip Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This recommendation is submitted in the following strand(s): (Place a check mark (√) in the most appropriate box.)

|  |  |  |  |
| --- | --- | --- | --- |
| Strand | Middle Level | High School Level | All Levels |
| School Leadership, Administration, and Management | [ ]  | [ ]  | [ ]  |
| SOL Innovation/Curriculum and Instruction/Remediation | [ ]  | [ ]  | [ ]  |
| SOA/Accountability | [ ]  | [ ]  | [ ]  |
| ESEA Reauthorization/AMO/Teacher Quality & Evaluation/ LEP/Special Education | [ ]  | [ ]  | [ ]  |
| Assessment and Data Analysis | [ ]  | [ ]  | [ ]  |
| Instructional Technology | [ ]  | [ ]  | [ ]  |
| Student Services and Programs (e.g., school safety, discipline, dropout prevention, anti-bullying) | [ ]  | [ ]  | [ ]  |
| Personal (e.g., stress management, time management, health and fitness awareness) | [ ]  | [ ]  | [ ]  |
| Educational Law and Policy | [ ]  | [ ]  | [ ]  |