

Needs Assessment

Project Description

The Corning City School District is nestled in the hills of upstate New York and serves the needs of 5,600 students. This design project targets the district employees. The technology team in Corning has recently experienced a lot of personnel turn over. The Technology Coordinator of the District has been on the job twelve months, the two Technology Instruction Support Specialists are new to the district, and there are several new technicians. The current Technology plan is five years old and it needs to be updated and revised. An exciting development in the school community is that fact that Corning Incorporated has made a major financial commitment to the schools in the community and has pledged to pay \$80 million over the next 30 years to stabilize the tax structure in the community so that a new state of the art high school can be built and all other schools can be renovated over the next five years. Corning Incorporated has pushed for improved infrastructure in all buildings, not just the new high school.

The technology team has decided to develop a questionnaire that will be accessed online by all employees in the district. The results of the survey will help the team gauge where the district is in terms of technology and technology integration and will help them develop an updated technology plan that addresses the needs of the district employees and also takes into consideration the upcoming construction project. The team has also decided to interview a sampling of community members and district employees to help gain a sense of the “technology climate” in the school and in the general community. Those who have been selected to participate in the interview process include:

- Representative from Corning Incorporated
- A representative administrator (Selected by the Administrative team)
- A BOE member
- Any parent who volunteers after reading an open invitation that was included in each school newsletter
- A representative from each building (chosen by the union building reps from each building)
- A representative of the clerical staff (chosen by the staff union rep)
- Computer Coordinators from each building
- Two media specialists—one from the Elementary level and one from the Secondary Level

Results from the online survey and the interviews will be discussed at a week-long planning session of the Technology team to be held in the second week of July. The team will develop a revised Technology plan that will be presented to the BOE for board approval in September of 2002. Once the plan has been adopted by the board the revised plan will be posted on the District website and public information meetings will be scheduled for two different sessions, one in November and one in January.

The survey, which has been developed using Zoomerang and the questions, developed for the interview process can be found at the end of this report.

DISTRICT EMPLOYEE INTERVIEW QUESTIONS

1. What difficulty do you experience in making full use of Technology in the classroom or on the job?
2. If you had an opportunity to improve the efficiency of your job using technology, what would you suggest?
3. Of the recommendations just mentioned, which do you think should rate the highest priority?
4. If your recommendations were implemented, what specific value or benefits would be realized by the instructional program in the district?
5. As you look to the future, how do you see your job changing? If you made a “wish list” for the future, what would you ask for to improve your efficiency and effectiveness?
6. As apparent or community member are there any other comments or observations you would like to add to what has been mentioned?

COMMUNITY INTERVIEW QUESTIONS

1. What difficulties do you, your employees, or your children experience in making full use of Technology at home, in the classroom or at work?
2. How can we as a district better prepare students for the work force and/or higher education?
3. Of the recommendations just mentioned, which do you think should rate the highest priority?
4. If your recommendations were implemented, what specific value or benefits would be realized by the instructional program in the district?
5. As you look to the future, how do you see your job changing? If you made a “wish list” for the future, what would you ask for to improve efficiency and effectiveness?
6. As a parent or community member are there any other comments or observations you would like to add to what has already been mentioned?

Survey Preview



Below is the survey as your respondents will see it. The back button will return you to the "Modify" page.

Corning City School Technology Survey



1 INTRODUCTION

This survey has been designed to gauge whether the technology needs in our district are being addressed. Please realize there are no right or wrong answers... we value your honest opinion and thank you for your participation. Please select your position from the pull down menu below:

2 Please select the school or area in which you spend your most time from the pull down menu below:

3 INSTRUCTIONAL FOCUS

DIRECTIONS: Please complete ALL items by selecting one option for each section.

	1 Needed, Accessible, Satisfied	2 Needed, Accessible, Not Satisfied	3 Needed, Not Accessible	4 Not Needed for my Job	5 Don't Know the Technology or Application
Courseware/Instructional Software	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>
Student Tools (word processing, spreadsheets, databases, etc.)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>
Library Circulation	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>
Networked Courseware	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>
Classroom Learning Center (4-6 computers)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>

Multimedia Instruction (CD-ROM, DVD, etc.)

1 2 3 4 5

Computer Projection/Display Devices

1 2 3 4 5

Distance Learning

1 2 3 4 5

Career/College Placement System

1 2 3 4 5

4 TEACHER UTILITY

DIRECTIONS: Please complete ALL items by selecting one option for each section.

1 Needed, Accessible, Satisfied	2 Needed, Accessible, Not Satisfied	3 Needed, Not Accessible	4 Not Needed for my job	5 Don't Know this Technology or Application
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Classroom Record Keeping (gradebook, SASSY)

1 2 3 4 5

Automated Test/Worksheet Generation

1 2 3 4 5

Teacher tools (word processing, spreadsheet, database, etc.)

1 2 3 4 5

Networked Teacher Workstation

1 2 3 4 5

Courseware Selection/Evaluation

1 2 3 4 5

Networked Management System for attendance, lunch count, bus passes, etc.

1 2 3 4 5

5 COMMUNICATIONS

DIRECTIONS: Please complete ALL items by selecting one option for each section.

1 Needed, Accessible, Satisfied	2 Needed, Accessible, Not Satisfied	3 Needed, Not Accessible	4 Not Needed for my Job	5 Don't Know this Technology or Application
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Electronic Mail

1 2 3 4 5

Building-wide Networking

1 2 3 4 5

Community Bulletin Board/Communications

1 2 3 4 5

Desktop Publishing Systems

1 2 3 4 5

Online Research

1 2 3 4 5

Video Production

1 2 3 4 5

6 ADMINISTRATIVE/CLERICAL

DIRECTIONS: Please complete ALL items by selecting one option for each section.

1 Needed, Accessible, Satisfied	2 Needed, Accessible, Not Satisfied	3 Needed, Not Accessible	4 Not Needed for my Job	5 Don't Know this Technology or Application
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Centralized Student Information

1 2 3 4 5

Centralized Personnel/Benefits Information

1 2 3 4 5

Automated Class Scheduling

1 2 3 4 5

Automated Grade Reporting

1 2 3 4 5

Automated Attendance Reporting/Transcripts

1 2 3 4 5

Automated Substitute/Applicant Information

1 2 3 4 5

Automated Budgeting

1 2 3 4 5

Automated Purchasing/Inventory System

1 2 3 4 5

Automated Financial Accounting

1 2 3 4 5

Automated Payroll System

1 2 3 4 5

Automated Food Service Management System

1 2 3 4 5

Automated Transportation Management System

1 2 3 4 5

7 OPEN ENDED QUESTIONS

DIRECTIONS: Please answer the questions that follow.

In the daily operation of the district and your job, what technology related needs and concerns do you have?

8 What type of technology would satisfy the needs and concerns you mentioned in question 7?

9 If the recommendations you made while answering question 8 were implemented, what specific value or benefits would be realized by you and the school community?

10 If you made a "wish list" for the future, what would you ask for to improve your efficiency and effectiveness?

11 Please answer this question if you are a parent or Corning City community member.

As a parent or community member are there any other comments or observations you would like to add regarding technology as it relates to the city or specifically your family?

12 INDIVIDUAL ABILITY

Please select the value that most closely represents your ability to use the equipment or applications indicated.

	1 Expert	2 Advanced	3 Good	4 Novice	5 Would like Training	
Word Processing (Word)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Spread Sheet (Excel)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Presentation software (PowerPoint)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Web Browser, Search Engine, and the WWW	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
E-Mail, Calendar, Task Management (Outlook Exchange)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Database (Access)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Multimedia authoring program (Hyperstudio)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Education Software	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Digital Camera	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Scanner	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Photo editing (PhotoShop or Microsoft Photo Editor)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Web Page Design (FrontPage)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Desktop Publishing (Microsoft Publisher)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A
Palm Technology (Palm Pilot, PDA, etc.)	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	N/A

13 PROFESSIONAL DEVELOPMENT

Please use the scale below to respond to each of the following statements regarding staff development in the area of technology.

	1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree	
I have received professional development training in the use of technology during the past school year.	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	N/A

I need to learn more about computers and the Internet in order to better perform my job.

1 2 3 4 N/A

I need additional training with newly acquired software purchased by building or district level administrators.

1 2 3 4 N/A

I prefer to attend traditional style computer trainings/staff development in the district.

1 2 3 4 N/A

I prefer learning with the "hands-on" model that includes a direct instruction component followed by the opportunity for practice/application.

1 2 3 4 N/A

I feel the technology training opportunities offered by the district are adequate.

1 2 3 4 N/A

14 PROFESSIONAL DEVELOPMENT

Teacher/Instructor Specific

If you are not part of the instructional staff please skip this question. If you are part of the teaching staff please use the scale below to respond to each of the following statements regarding staff development in the area of technology.

1 Strongly Agree 2 Agree 3 Disagree 4 Strongly Disagree

I need additional training with curriculum that integrates technology.

1 2 3 4 N/A

I need time to work with colleagues to become more proficient using technology to enhance curriculum units.

1 2 3 4 N/A

I need the opportunity to try technology enhanced curriculum units in my classroom several times before I feel comfortable using them.

1 2 3 4 N/A

I plan to engage in professional development relating to technology in the curriculum during the summer or during the school year.

1 2 3 4 N/A

I would like to take the Taskstream training.

1 2 3 4 N/A

The technology support I receive during the school year is adequate.

1 2 3 4 N/A

15 CLASSROOM INTEGRATION

Teacher Observation

Please do not respond if you are not a teacher. If you are a teacher please choose the answer that best describes whether you think using technology is an advantage in the learning environment.

1 True, a strong Advantage	2 True, a modest Advantage	3 Somewhat of an Advantage	4 Not True, not an advantage.	
Students create better looking products than they could do with just writing and other traditional media.				
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="N/A"/>
Computers provide a welcome break for students from more routine learning activities.				
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="N/A"/>
Student help one another more while doing computer work.				
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="N/A"/>
Students take more initiative outside of class time-doing extra research or polishing work.				
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="N/A"/>
Students' writing quality is better when they use word processing.				
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="N/A"/>
Students work harder at their assignments when they use computers.				
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="N/A"/>
Students are not willing to do second drafts.				
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="N/A"/>
Average students are communicating and producing in ways only gifted ones did before.				
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="N/A"/>

16 Teacher Observation

Please do not respond if you are not a teacher. If you are a teacher please use the scale below to respond to each of the following statements about the use of technology in **your** teaching.

1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree	
Teaching can help accommodate different learning styles.				
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="N/A"/>
I know the state standards require the integration of technology into classroom activities, but I am still learning about technology myself.				
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	<input type="button" value="4"/>	<input type="button" value="N/A"/>

I create or use Internet resources (i.e. web quests) to support and direct my students' acquisition of content.

1 2 3 4 N/A

I am a better teacher with technology.

1 2 3 4 N/A

I am familiar with the district technology benchmarks for my grade level.

1 2 3 4 N/A

My students use the Internet on a regular basis as a part of the curriculum.

1 2 3 4 N/A

Technology has changed how I teach my classes.

1 2 3 4 N/A

Teacher web pages, online newsletters and homework sites provide a good means of communication between home and school.

1 2 3 4 N/A

17 May we contact you to follow-up on your answers to this survey?

YES NO

18 If you answered "yes" above, please provide your name and contact information.

Last Name:

First Name:

Email address:

Phone Number:

After answering all the questions, click the "submit" arrow below to complete the survey.



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