Needs Assessment

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Voyager Middle School
Mukilteo School District
A “needs assessment” is a systematic set of procedures that are used to determine needs, examine their nature and causes, and set priorities for future action.
The Purpose

What is the purpose of your needs assessment? What do you want to know? Develop an overall research question.

(e.g. What percent of students need help in dealing with socio-emotional challenges? What specific students are dealing with socio-emotional challenges?)

Who is your target audience?

(e.g. students, staff, teachers)
The Questions

Quantitative vs. Qualitative Questions: Likert Scale, Yes or No versus open responses

Number of Questions: more than 15-20 students are likely to get bored

Wording of Questions: Can your target audience understand the questions?

Meaningful and focused questions: Can you address the needs now?
Questions:

1. To have help in understanding and liking myself better.
2. To learn how to deal with peer pressure.
3. To have help with making and keeping friends with people my age.
4. To learn how to handle a bullying situation.
5. To have help understanding how to deal with substance abuse.
6. To have help adjusting to the death of someone close to me.
7. To have help adjusting to the separation of someone due to jail.
8. To have help dealing with the separation or divorce of my parents.
9. To have help dealing with being separated from a parent.
   a. (circle: mother or father)
10. To have help feeling safe at home.
11. To have help expressing my anger in a good way.
12. To have help improving my study skills.
13. To have help dealing with thoughts about hurting myself.
14. To have help dealing with the deportation of a family member.
15. To have help with food, clothing, or housing.
16. To have help dealing with feelings of sadness.
17. To have help dealing with stress or anxiety.
18. I know one adult that I would talk to at Voyager if I have a problem.
19. I know at least one adult outside of school that I would talk to if I have a problem.
20. I would also like my counselor to know that I need help with:
## Format

Are the directions clear?

Is the language accessible?

Will you use a computer or paper-pencil questionnaires to administer?

Is the questionnaire clean and concrete?

<table>
<thead>
<tr>
<th>Computer (Machine)</th>
<th>Paper-Pencil (Man)</th>
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</thead>
<tbody>
<tr>
<td>Efficient</td>
<td>More accessible</td>
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<tr>
<td>Easy data analysis</td>
<td>Must enter data manually</td>
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<tr>
<td>Must use computer labs or Chromebook carts</td>
<td>No potential technology challenges</td>
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<tr>
<td>Can collect data using open response questions</td>
<td>(logging-in)</td>
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</tbody>
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# Student Needs Assessment

Your school counselor is someone who can help you with some of the challenges listed below. Please answer "YES" to any items that you would like to learn more about. Each item begins with "I need..."

<table>
<thead>
<tr>
<th>Item</th>
<th>YES</th>
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<tbody>
<tr>
<td>To have help in understanding and liking myself better.</td>
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</table>

I know one adult that I would talk to at Voyager if I have a problem. | YES | NO |

I know at least one adult outside of school that I would talk to if I have a problem. | YES | NO |

I would also like my counselor to know that I need help with:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

First name: ___________________  Last name: ___________________

Grade: _______  Team Name: ___________________
Pilot the Assessment

Give the needs assessment to a sample of students to determine potential obstacles (e.g. grade level language, assessment format, timing logistics)

Pinpoint any data collection challenges
Align Procedures with School Counseling Calendar

★ What is the timeline for your data collection?

★ How would you like to utilize the results in accordance with your current calendar?
Include All Stakeholders

- Invite all stakeholders to participate in the process
  - Administration
  - Student Support Advocate
  - All teachers
  - Parents
  - Non-certificated staff
Collect Data
Determine Plan for Administering Needs Assessment

- Voyager:
  - Teaming model
  - Counselors visit all classrooms
  - Combined with introduction to school counselors

- Explorer:
  - Intervention time - staff directed
Data Collection at Voyager Middle School

Identified (student writes name) versus anonymous

What other information? (teams, grade, student number)

Paper-Pencil

  Different colors for each grade level

  Stored needs assessment in 3-ring binders

Google Form

  Let's play!

  Creating, sharing, data collection form and results
Analyze the Data

1. Download into Excel

2. Manipulate the data
   a. Count
   b. Percentages

3. Can manipulate based on special populations
   a. ELL
   b. Gender
   c. Grade
Consider How the Results Will Be Used: Plan of Action

- Meet as a counseling team, PLC, and discuss initial results
- Tables and charts
- Google Form results
- Comparison Across Middle Schools
- Implementing and developing the comprehensive school counseling programs
- Advocacy
Implementing and Developing a Comprehensive School Counseling Program

- Groups (Grief Group, Friendship Groups, Resiliency Group, Stress and Wellness)
- Classroom Guidance Lessons (Anti-Bullying)
- Basic Need Support (housing, clothing, food, and holiday help)
- Individual Counseling (self-harm, depression)
- Mental Health Programming (Signs of Suicide)
- Community Involvement (Passageway to Manhood, Project Girl)
Create a Results Report
<table>
<thead>
<tr>
<th>Summary from teams:</th>
<th>I need to have help in understanding my own feelings</th>
<th>I need to have help in learning how to deal with peer pressure</th>
<th>I need to have help in making and keeping friends</th>
<th>I need to have help in dealing with a bullying situation</th>
<th>I need to have help in understanding how to handle a bullying situation</th>
<th>I need to have help in adjusting to the death of someone close to me</th>
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<td>(249 Students)</td>
<td>10.04%</td>
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<td>(782 Students)</td>
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Share Your Results

Administration

Staff

Head of Secondary Education

Bargaining organization
Other Methods of Data Collection

Focus Groups

Interviews with students

Informal assessments
Additional Data

What additional data exists already?

- College and Career Readiness
- Program Data (e.g. Signs of Suicide, College Bound Scholarship)
- Healthy Youth Survey
- Standardized test scores
- Attendance
- Graduation Rates
- Discipline Rates
Our Takeaways

Improve logistics each year

Start small and then grow each year
Questions? Contact

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