

# Take Ownership of Infrastructure Development



## Self-Assessment and Goal Setting

The purpose of the CITES Self-Assessment for District Leaders: *Take Ownership of Infrastructure Development* is to collect data about the CITES Framework Leadership practices in an inclusive technology ecosystem as part of a continuous improvement process. Baseline data established by the self-assessment can be used to inform district goals and to measure progress toward reaching those goals.

The CITES Framework Leadership Practice of *Take Ownership of Infrastructure Development* highlights two areas of focus:

- Shared Ownership – The technology infrastructure in an inclusive technology ecosystem is a shared responsibility with assistive technology (AT), educational technology (EdTech), and information technology (InfoTech) involved.
- Procurement Includes Accessibility – The district develops technology procurement policies that include accessibility.

## How to complete the self-assessment

The CITES Self-Assessment Tool for District Leaders uses a 40-point scale rating system to create a snapshot of the district status from “not started” to “achieved.” The rating scale:

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

The 10-point range within each level of the rating scale allows for a fine-tuned baseline and growth within each level.

1. Each team member completes the assessment individually from their own perspective.
2. The district team convenes to discuss and build a consensus on the district’s baseline score.
3. As a team, review and reflect on the district score to identify areas that are strong and areas where improvement is needed.
4. As a team, set goals that focus on improvement.

## Define Ownership

1. The leadership team establishes a technology infrastructure that depends on input and decision-making from personnel in AT, EdTech, and InfoTech.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

2. The leadership team defines roles and responsibilities across AT, EdTech, and InfoTech for developing and sustaining the district's technology infrastructure.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

Additional comments on **Define Ownership**:

## Procurement Includes Accessibility

3. Identified personnel who understand assistive technology legal and practical obligations are part of the technology procurement team.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

4. Section 508 / WCAG 2.X AA standards are included in the evaluation of instructional materials and technologies being considered for use in the district.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

5. Educational technology and assessment systems that are used by all students can be connected to and operated by a range of assistive technology devices.

- Not Started (0)
- Emerging (1-10)
- Partly (11-20)
- Almost (21-30)
- Achieved (31- 40)

Provide examples or a rationale for your rating:

Additional comments on **Procurement Includes Accessibility**:

## Setting Goals

Reflect on the data from the district’s collaboratively developed self-assessment. The results and the team’s discussion that led to those results will help the team analyze strengths and challenges in each area of focus. As a team, create goals with timelines, benchmarks, and assigned staff as part of the process to advance inclusive technology systems within the district.

SMART goals can provide a helpful guide for this work. SMART goals are Specific (simple, sensible, significant), Measurable (meaningful, motivating), Achievable (agreed, attainable), Relevant (reasonable, realistic and resourced, results-based), Time bound (time-based, time limited, time/cost limited timely, time-sensitive). Review the resources for more information on goal setting.

Overall and general comments:

Reflect on strengths:

Reflect on challenges:



This content was developed under a grant from the US Department of Education, #H327T180001. However, the contents do not necessarily represent the policy of the US Department of Education, and you should not assume endorsement by the Federal Government. Project Officer: Anita Vermeer, M.Ed.



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## SMART Goals

Goal	Benchmarks	Timeline	Staff