CITES Self-Assessment Tool for District Leaders

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:
# SMART Goals

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Plan Infrastructure