



Teacher CBA Needs Assessment Survey Instructions

Purpose of Assessment Survey

The purpose of the “Teacher CBA Needs Assessment Survey” is three-fold:

- To inform teachers in your school about some key features of a CBA school counseling program, including a focus on helping students develop metacognitive, social-emotional, and executive function skills.
- Have teachers identify the sub-constructs on which their students can use the help of school counselors, and/or which they would like to have more information about how the sub-constructs affect student learning and achievement.
- Have the teachers identify topics related to metacognition, social-emotional development and executive functions on which school counselors can deliver lessons to student in whole class and small group settings, or on a one-on-one basis.

Step-by-Step Directions for Completing the Template

Step	Action Step	Description
1	Distribute survey	<ul style="list-style-type: none">– Distribute copies of the survey to the teachers in your school. This can be done on an individual basis or at the faculty meeting. It is recommended that you provide an introduction to the purpose of the survey and that you/your counseling department is eager to find ways to collaborate with teachers to improve students’ learning processes and outcomes.
22	Gather and analyze survey results	<ul style="list-style-type: none">– Gather the completed surveys.– Analyze the survey results to determine teachers’ interests and the type of assistance they would like you to provide.
3	Develop plan for delivering assistance	<ul style="list-style-type: none">– Develop a plan for meeting the needs identified by the teachers. This can entail helping individual teachers, groups of teachers with similar interests, or providing general information sessions (e.g., at a faculty meeting).

CBA Teacher Needs Assessment Survey

Step	Action Step	Description
4	Use existing or create new lessons	<ul style="list-style-type: none">– Use existing lessons (e.g., found on the CBA Website, online, in books, or in a repository of lessons used in your school.– When lessons cannot be located, create a lesson to meet the need. It is always a good idea to think how an existing lesson can be customized to meet the specific needs of the students with whom you are working.
5	Deliver the lessons	<ul style="list-style-type: none">– Deliver the lessons in whole class and small group settings. In some instances (e.g., bullying lessons) a whole grade or whole school may be appropriate.– Also consider using the content to lessons in one-on-one counseling sessions with students.
6	Assess impact of lessons	<ul style="list-style-type: none">– Use student assessment instruments to gather data on the impact of delivering the lesson. All CBA curriculum activities contain embedded student assessments.
7	Analyze, utilize and report data	<ul style="list-style-type: none">– Analyze the data, both for individual students and aggregate groupings of students.– Use the data results to provide feedback to students so they can plan to reinforce their strengths and improve areas in need of improvement.– Report data to those who need it to make informed educational decisions and improve program quality and counselor/teacher practice.