Communication Portal

Will making communication & ease of finding information a priority for all staff lead to an increased level of cohesiveness, ultimately adding to each person's ability to service our students?

Will making communication more easily accessible for all staff increase the overall achievement & engagement within the building?

1. Creating a space for all staff to be able to find any necessary documents and needed information has been a goal since I came here, this project seemed to fit that need.

2. Staff have been asking for all of our important information to be in one place, it was a process trying to decide how and where to put them. This is still a work in progress.

Communication Portal

Initial steps in the implementation of our action research project:

1. Having 2 teacher leaders on the team, this was easier than I expected. They both get feedback from the staff on a regular basis and already had lots of ideas about what should go on the portal.
2. This information also came from conversations with the secretary, counselor, and the school nurse.
3. We sent out a quick survey asking the staff what they thought should be included. All staff were encouraged to participate.
4. We carved out a common time to work on the project. Using google we were about to limit the actual in person meetings.
5. From here, we solicited feedback from different stakeholders at different times and made changes based on that feedback.

Communication Portal - Challenges

1. The first challenge will be getting access to link all of the necessary documents. I would like to not have to recreate them all.

2. The second challenge will be to make sure we include everything we need without going overboard or worrying about leaving something off.

3. The last challenge we see is being able to keep it current and updated.

Communication Portal - Data Collection

1. Survey was sent to staff about the overall concept in December asking what they felt was needed in the portal.

2. Teachers will be asked to evaluate the portal on a regular basis so that we can check links, update forms, and make changes as the needs change.

3. We will work on creating a duplicate copy for parents with the forms they would need as well.

IT'S CUTE, BUT WHAT DOES IT MEAN IN RELATION TO THIS PROJECT?

CONNECTION

All staff will feel connected by having access to all forms. In the past, many of these forms were readily available for certified staff, but not the non-certified staff. I want to enhance the feeling of connection and belonging for all staff.

PURPOSE

Making sure that the information on this form is purposeful will be my job initially, but then I feel like I will be able to turn it over to the leadership team or even have it open for anyone in the building to edit and add.

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All of these things combined should help with the overall communication level in the building. People who feel like they are valued will always perform higher, this is a small gesture but one I hope will help close a small gap.

Communication Portal

Building stronger communication between all of the different staff members will have a lasting impact on the level of ownership taken. The more ownership staff members take of the school - the more efficiently and effectively it will run. Creating time savers will in effect create more time for the students.
Here is the link to the document.

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STUDY
HARD!

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