

CDA FEEDBACK FORM



Name of Person Completing the Document: _____

School / CLC: _____

Date: _____

To be completed by the CLC School Principal(s) and the Community Development Agent individually, followed by a discussion. School Board Representative can be included in the discussion also.

CDA GENERAL RESPONSIBILITIES	EXCELLENT	GOOD	SATISFACTORY	TO DEVELOP	REFLECTION
<p>Continuously assess school and community needs to inform the development and refinement of the annual CLC action plan and alignment with the school's Educational Project.</p> <p><i>What methods do you use to conduct needs assessments (i.e. surveys, interviews, focus groups)?</i></p> <p><i>How often do you review the CLC Action Plan to ensure it reflects changing needs?</i></p>					
<p>Implement the Community School Approach</p> <p><i>What is your knowledge of the community school approach and how it impacts student success and community vitality?</i></p>					
<p>Develop, implement, and track an annual work plan to achieve CLC Action Plan goals.</p> <p><i>To what extent were you successful in realizing the objectives of your action plan this year?</i></p>					



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CDA GENERAL RESPONSIBILITIES

Cultivate collaborative relationships with school administrators, school staff, families, community members, and external partners to enhance student learning and well-being.

How would you rate your level of connection with the school team(s)?

Did you achieve your partnership goals this year?

Establish programs and activities through the development of partnerships with local, regional and provincial partners and service providers that share common goals.

What activities have you collaborated on with partners this year?

Build awareness of CLC programs to engage parents, students, and community members.

Which marketing/promotion method(s) did you find most successful?

Facilitate connections between school staff and community organizations to support student engagement and learning.

Which teachers have you helped find curriculum-aligned resources to enhance student learning?

How did you go about it?

EXCELLENT GOOD SATISFACTORY TO DEVELOP REFLECTION



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CDA GENERAL RESPONSIBILITIES

Actively participate on local and regional partnership tables to promote school and community interests. (i.e., les tables de concertation).

What are some of the ways your committee involvement has benefited the school community? (i.e. projects, funding, resources).

Submit completed reports on time, as required by the Provincial Resource Team (PRT), the Direction du soutien au réseau éducatif anglophone (DSREA), schools, and the school board.

What additional resources or assistance is required to ensure timely completion of required reports?

Analyze the results of CLC programming in collaboration with partners/service providers/LEARN to inform future planning and decision-making.

What methods do you use to evaluate your CLC programming and activities (i.e. participant evaluation form, survey for teachers, interviews...)?

Participate in professional development, webinars and networking opportunities offered by the PRT.

Do you participate in professional development opportunities offered by PRT?

Do you share this information with partners or the school team? If so, how?

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GOOD

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CDA GENERAL RESPONSIBILITIES

Comply with School Board policies, practices and guidelines.

How do you stay informed about school board policies, etc...?

Report to and collaborate with designated/lead school principal(s)

How do you ensure effective information flow to school principal(s)?

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

Ability to work independently and take ownership of tasks.

What initiatives or projects have you been particularly proud of this year, and why?

Skilled at fostering trust and building collaborative partnerships with a diverse range of stakeholders (i.e. school personnel, students, families, and community organizers).

What strategies can schools use to build trust with parents, students, and other stakeholders?

Have you developed tools to support this?

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED

Knowledge of the core principles and best practices of community development.

What strategies do you think are most effective for building strong community relationships?

Share an example of a community development project you've been involved in?

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GOOD

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Ability to manage stress and adapt to changing priorities and unexpected challenges.

Describe an event this year that you found particularly stressful and how you managed it?

Good time management skills

How do you prioritize tasks and manage your time to meet deadlines consistently?

What challenges do you face?

Maintain accurate records and documentation

How do you ensure your records and documents are up-to-date and accessible?



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KNOWLEDGE, SKILLS & ABILITIES REQUIRED

Experience working in a public-school setting and knowledge of Quebec’s English education sector.

How would you rate your knowledge of the English education system in Quebec?

EXCELLENT

GOOD

SATISFACTORY

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Knowledge and understanding of the challenges facing the local English-speaking community and how it impacts education services.

What is your awareness of the challenges facing the local English-speaking community?

Ability to collaborate effectively with various local and regional organizations and community groups.

Elaborate on your experience working with community groups?

Work effectively within a team-dependent environment.

How would you evaluate your ability to collaborate effectively with individuals who have different perspectives or approaches?

How do you approach finding a compromise that satisfies everyone?

Can you name an activity where you had to compromise to get it done?



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What I'm most proud of this year

What I would like to improve next year

What would be a personal goal that would help me with my daily work?

What I find most difficult about my job

What I like most about my job

General Comments / Reflections

