**District Personnel Focus Groups:**

◘ Invite up to 15 participants for each scheduled focus group.

◘ Participants need to set aside time for a one hour session.

◘ Participants should be knowledgeable about the performance indicator(s) relative to the specific focus group they are attending.

◘ Personnel may participate in more than one focus group, though this should be somewhat limited to help ensure broad input and representation.

◘ Participants should be representative of elementary, intermediate, and secondary programs, if at all possible.

The recommended participants by position for the management (work session) and transition focus groups include:

|  |  |
| --- | --- |
| **Management/Work Session Focus Group:** | **Transition Focus Group:** |
| ●Principal from each level  ●Assessment coordinator  ●Curriculum/Instruction coordinator  ●Business manager  ●PTA/Parent representative  ●School board representative  ●Superintendent  ●Title/LAP Director  ●Bi-Lingual/ELL Director  ●Special Education/Services Director | ●Post-high school sped student  ●High school sped student  ●Transition coordinator  ●High school sped teacher  ●High school principal  ●Parent of post-high school sped student  ●High school career counselor  ●Community-agency representative |