

# PROFESSIONAL DEVELOPMENT PLANNING

## Key questions to ask when planning professional development:

- What does our data reveal about our training needs?
- Do our professional development goals align with our CSI Plan?
- Are the goals stated in broad, general, and largely measurable terms?
- What tasks/actions will need to be accomplished to achieve the goals?
- What resources are required for each goal? (i.e., funding, time, etc.)
- What assessment tools and strategies will be used to know if the goals are being met?
- What is the timeline for meeting the goals?

## Major models of professional development:

- Training
- Observation/assessment
- Involvement in a development/improvement process
- Study groups (i.e., PLCs)
- Inquiry/action research
- Individually guided activities
- Mentoring

## Resources:

Bernhardt, V. L., 2018. *Data analysis for continuous school improvement*. New York: Routledge.

Guskey, T. R., 2000. *Evaluating professional development*. Thousand Oaks, CA: Corwin.

# PROFESSIONAL DEVELOPMENT PLAN TEMPLATE

School\_\_\_\_\_ School Year\_\_\_\_\_

| Goal: Establish a system to monitor data.     |                                        |                           |                    |
|-----------------------------------------------|----------------------------------------|---------------------------|--------------------|
| Tasks/Actions                                 | Resources                              | Assessment                | Timeline           |
| Presentation on data analysis/PLC discussions | Presenter<br>Book/handouts             | Survey to assess learning | Fall 2023          |
| Collection of data                            | Demographic, survey, MAP, program data | Checklist                 | Winter/Spring 2024 |
| Analysis of data in PLC                       | Data analysis toolkit                  | Checklist                 | Spring 2024        |
| Use of data to inform CSI planning in PLC     | CSI Plan                               | CSI Survey                | Fall 2024          |

| Goal:         |           |            |          |
|---------------|-----------|------------|----------|
| Tasks/Actions | Resources | Assessment | Timeline |
|               |           |            |          |
|               |           |            |          |
|               |           |            |          |
|               |           |            |          |
|               |           |            |          |

| Goal:         |           |            |          |
|---------------|-----------|------------|----------|
| Tasks/Actions | Resources | Assessment | Timeline |
|               |           |            |          |
|               |           |            |          |
|               |           |            |          |
|               |           |            |          |
|               |           |            |          |

