

## Preparing to Write a Professional Development Plan

Use these questions to help you record your conversation and prepare you in writing a building or district staff development plan.

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| <b>Standard/Goal</b><br>e.g. math, reading, science |  |
|---|--|

| DATA   |  |
|--|--|
| <i>What does the data show regarding student achievement?</i>  |  |
| <i>What does the data suggest in terms of areas of focus for improving teacher content and skills?</i> |  |

| BACKGROUND   |  |
|--|--|
| <i>What have we done previously to address this issue?</i> |  |
| <i>What are we currently doing to address this issue?</i>  |  |
| <i>What other factors should we consider?</i>              |  |

| PROFESSIONAL DEVELOPMENT  |  |
|---|--|
| <i>What do we want teachers to know and be able to do in order to ensure that we achieve this goal?</i>   |  |
| <i>What is the best way for teachers to learn this?</i>   |  |
| <i>When will teachers do this?</i>  |  |
| <i>Who will be responsible for seeing it gets done?</i>   |  |
| <i>What resources (time/money) need to be redirected to enable us to do this?</i>   |  |
| <i>How will we monitor whether changes are occurring in the classroom? How will we monitor whether changes are impacting student achievement?</i> |  |
| <i>When will we pause and examine these results?</i>  |  |