

## PROFESSIONAL DEVELOPMENT GUIDING QUESTIONS

***This Resource Document is to be used as a guiding tool for your team as they review, strengthen, and revise the LEA Continuous Improvement Plan (CIP). It does not need to be completed and uploaded into ALEAT. Please make sure you tag PD within your CIP.***

### **A. Development of the Professional Development Plan**

**Question #1:** What is the LEA's ongoing process to determine what professional development topics will be covered throughout the year? What data and analysis is utilized to make those decisions? (i.e. surveys, staff evaluation data, LEA initiatives)

Answer:

#### **Documentation**

Provide a bulleted list of documents that serve as evidence of implementation of this process:

Action Step	Person(s) Responsible	Evidence

**Question #2:** What is the LEA's ongoing process to ensure the **professional development plan** is aligned with instructional **staff learning needs**? What criteria are used to make those determinations?

Answer:

#### **Documentation**

Provide a bulleted list of documents that serve as evidence of implementation of this process:

Action Step	Person(s) Responsible	Evidence

**Question #3:** What is the LEA’s ongoing process to address the areas of high importance in the professional development plan? How are the areas of high importance determined?

Answer:

**Documentation**

Provide a bulleted list of documents that serve as evidence of implementation of this process:

Action Step	Person(s) Responsible	Evidence

**B. Adapted to Meet the Needs of Subgroups**

**Question #1:** Identify how the LEA provides professional development to ensure instructional staff is able to address the needs of students in all four subgroups, including bottom 25%.

Answer:

**Documentation**

Provide a bulleted list of documents that serve as evidence of implementation of this process:

Action Step	Person(s) Responsible	Evidence

**C. Supporting High Quality Implementation**

**Question #1:** What is the LEA’s ongoing process to provide **support** to the instructional staff on the high quality implementation of the strategies learned in professional development? What does this support include?

Answer:

**Documentation**

*Provide a bulleted list of documents that serve as evidence of implementation of this process:*

Action Step	Person(s) Responsible	Evidence

**Question #2:** What is the LEA’s ongoing process to identify **concrete resources**, necessary for high quality implementation, for instructional staff?

Answer:

**Documentation**

*Provide a bulleted list of documents that serve as evidence of implementation of this process:*

Action Step	Person(s) Responsible	Evidence

**D. Monitoring Implementation**

**Question #1:** What is the LEA’s ongoing process to monitor the implementation of the strategies learned in professional development sessions?

*Answer:*

**Documentation**

*Provide a bulleted list of documents that serve as evidence of implementation of this process:*

Action Step	Person(s) Responsible	Evidence

**Question #2:** How does the LEA follow-up with instructional staff regarding implementation of the strategies learned in professional development?

*Answer:*

**Documentation**

*Provide a bulleted list of documents that serve as evidence of implementation of this process:*

Action Step	Person(s) Responsible	Evidence

**E. Evaluation and Continuous Improvement Cycle**

**Question #1:** What is the LEAs ongoing process to evaluate effectiveness of the Professional Development Plan, goal attainment, and revisit process?

Answer:

**Documentation**

*Provide a bulleted list of documents that serve as evidence of implementation of this process:*

Action Step	Person(s) Responsible	Evidence