

[SCHOOL NAME]

Professional Development Action Plan

Purpose:

This action plan, in conjunction with assessment tools such as the asset map survey and professional development culture rubric, serves as a roadmap towards developing a strong and effective professional development culture within a school. After identifying the most important growth areas using the asset map guide, stakeholders can use this action plan to designate concrete next steps and strategies to move towards their goals.

Instructions:

Based on the PD asset map survey, culture rubric, and the asset map guide, designated school team can:

1. Identify key school priority areas/goals for the school year (consider 4-5), that align with asset map results as well as school improvement priorities
2. Determine next steps needed to achieve these goals. Strategies include school systems, instructional changes, and implementation changes.
3. Determine success criteria. What will meeting this goal look like? How will you measure success?
4. Determine person(s) responsible. Person(s) responsible include school leadership, teachers, counselors, additional school staff, and school partners.
5. Note proposed completion date.

Ongoing Use and Review:

- At the beginning of each year, the Action Plan should be developed and/or modified based on identified needs and progress at the initial committee meeting.
- During the school year, the Action Plan should be regularly reviewed (e.g., monthly) in conjunction with additional needs assessments (i.e., survey, rubric) by school leadership and/or designated sub-committee. Review the proposed timeline in the User Guide for a more in-depth explanation of use.
- The action plan is a living document. If after review the greatest growth areas are found to have changed, the action plan should be modified accordingly and new next steps created.

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Goal	Next Steps	Success Criteria	Person(s) Responsible	Completion Date
(Example) Increase amount of collaboration time offered	(Example) <ul style="list-style-type: none"> • Work with schedule to create common prep periods • Build in collaborative planning workshops on Wednesday PD sessions led by teacher leaders 	(Example) Teachers are spending at least 5 hrs a week on average collaborating with other staff	(Example) AP, teacher leaders	(Example) By October check-in

[School Name] | 7/10/2015